

**Wayland Free Public Library**

**Board of Library Trustees**

**Minutes of Meeting Wednesday, January 13, 2016**

**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Thaddeus Thompson (left at 10:10), Suzanne Woodruff **Absent:** None

**Call to Order:** 8:04 a.m.

**Visitors and Public Comment**

Mark Peter Hughes attended the meeting and mentioned he is considering running for election to the Board of Library Trustees in April. Former Trustee Nan Jahnke attended the meeting and took the minutes.

**Minutes of Previous Meeting(s)**

Trustees approved the minutes of the Board meeting of November 18, 2015 (5-0-1), Mr. Thompson abstaining as he was not present for the meeting. Trustees approved the minutes of both December 2, 2015 and December 16, 2016 unanimously (6-0).

**Financial and Statistical Reports**

Financial and statistical reports will be discussed at the Board's next meeting, on January 27.

**Long-Range Plan**

Mrs. Knight reported that two of the six consultants whom she had invited to submit proposals for help on the next Long-Range Plan responded favorably, the others having retired or being already committed to other projects. After reviewing the candidates' proposals and finding both to be worthy, Trustees voted unanimously (6-0) to authorize Mrs. Knight to work with the Town to engage James C. "Chuck" Flaherty for the work. In their selection, Trustees cited Mr. Flaherty's deep familiarity with library work from his years as director of The Public Library of Brookline, his ease in public forums, his reputation for incisive questions, his sensitivity to the needs of a new director, and his lower bid. Trustees authorized payment up to \$5,000 for Mr. Flaherty's work on the Long-Range Plan, the money to be taken from the Draper Fund. Mrs. Knight will invite Mr. Flaherty to meet with Trustees at an upcoming Board meeting.

**Warrant Articles for Annual Town Meeting**

Mrs. Cartwright reported on a recent Board of Selectmen's meeting at which the selectmen reviewed some possible upcoming warrant articles and the Town Administrator, Nan Balmer, discussed others. Selectmen heard descriptions of the two Library articles currently under consideration, one to purchase wastewater capacity for the current Library site at 5 Concord Road and the other to transfer custody and control of the parcel formerly used for the Department of Public Works (DPW) building at 193 Main Street. Selectmen took no action on the articles but did authorize Town Counsel, who is drafting the Library articles, to also draft a written opinion concerning ownership and deed restrictions on the Library's own parcel at 5 Concord Road.

**Wastewater article.** Trustees reviewed Mr. Lanza's draft of an article to purchase wastewater capacity for the current Library site, whose septic system is aging, at an estimated cost of \$60,000 to \$70,000. Mrs. Gennis noted that the article could be withdrawn at any time up to printing of the warrant should new information or circumstances arise. On a motion by Mrs. Heller, seconded by Mrs. Lipcon, Trustees voted unanimously (6-0) to accept Mr. Lanza's draft, with any necessary changes as determined by Mrs. Gennis, and authorized Mrs. Gennis to submit it to the Town by January 15 for inclusion in the warrant for the 2016 Annual Town Meeting. Mrs. Gennis noted that as part of any acquisition of wastewater capacity from the Wastewater District Commission, the Library will need to establish that a Title V-compliant system could be sited on this parcel; this can be done as part of the upcoming Library Planning and Design Study.

**Land transfer article.** Mrs. Gennis reported on a recent meeting of the Wayland Real Asset Planning (WRAP) Committee at which four Town departments and programs—the Council on Aging, the Library, the Department of Recreation, and the joint Council on Aging and Community Center Advisory Committee—discussed possible upcoming building projects. The WRAP Committee is still reviewing the Town's land holdings and program needs; for this reason, it will not recommend particular sites for particular projects at this time and probably not in time for Annual Town Meeting. The WRAP Committee urged boards interested in Town lands to collaborate as best they can in the meantime.

In discussion of land needs at the WRAP meeting and at a subsequent DPW meeting, it became apparent that several Town programs might be interested in the 4.7-acre site at 195 Main Street, the former DPW site adjacent to the Middle School. The Library, for one, wants to investigate the site to see whether a new Library might be constructed there, and the Department of Recreation is interested in building a new multipurpose artificial turf field there. Other proposed uses include school bus parking (School Department) and snow storage (Public Works). Trustees reviewed a concept map distributed at the DPW meeting showing a possible Library-and-field arrangement on the Main Street site that was developed by the Beta Group in March 2014 and labelled "Option 4." Trustees noted that the Library had no input in the creation of that document and does not endorse the option—or any other option—at this time.

Considering these various interests in the property at 195 Main Street, Trustees agreed that the scope of the article that Mr. Lanza drafted for the transfer of 195 Main Street to the Library might need to be enlarged to include (a) the parcel at 193 Main Street (the 1.9-acre parcel across the Middle School driveway, believed to be controlled by the School Department), (b) the Department of Recreation as a second recipient of custody of the enlarged parcel and as a co-sponsor of the article, and (c) perhaps other municipal departments and purposes as well. Before moving forward with the article, Trustees asked Mrs. Gennis to clarify with the state Board of Library Commissioners whether any sort of shared control of a parcel would be an acceptable condition for a site later chosen for a state-subsidized Library construction project.

Much discussion ensued, and questions arose as to whether 193 Main Street is a buildable parcel, how much acreage a multipurpose artificial turf field would require, whether both a Library and a field could share the Main Street site(s), how parking for the two uses might be shared, how driveways might be configured, whether the Library should also look at unimproved Town lands at 137 Cochituate Road near Traditions, and so on. Trustees did not give an opinion on where a future Library might be sited on a consolidated parcel on Main Street, leaving this to the judgment of the architect soon to be hired for the Library Planning and Design Study.

In view of the many considerations and contingencies, and cognizant of the January 15 deadline for submitting warrant articles to the Town, Trustees voted on a motion by Mrs. Woodruff and seconded by Mrs. Cartwright to authorize Mrs. Gennis to continue to work with Town Counsel, the Department of Recreation, and the School Committee to (a) finalize an article authorizing the Department of Public Works (and perhaps the School Department) to transfer 193 and 195 Main Street to the custody and control of the Board of Library Trustees, allowably also to the Department of Recreation as shared custodian and co-sponsor, and perhaps to other municipal bodies and uses as well; to (b) draft a second article of transfer of 137 Cochituate Road to the custody and control of the Board of Library Trustees; to (c) configure and draft the articles as new understandings require; and to (d) submit the articles to the Town by January 15 for inclusion in the warrant for the 2016 Annual Town Meeting. The vote was unanimous (6-0) in the affirmative.

Mrs. Gennis reviewed the land transfer process for 195 Main Street as it is currently understood: the Department of Public Works would first declare the land surplus; voters would decide at Town Meeting whether to approve the article authorizing DPW to make the transfer; if that authorization were approved, DPW would then meet to vote on the transfer to the municipal bodies specified in the article. Mrs. Gennis noted that if the 193/195 parcel is chosen as the site for new Library construction and the Town chooses to apply for a state library construction grant, then the transfer of the identified building site to the Library would have to be made before the grant application was submitted (i.e., in early fall). Finally, Mrs. Gennis confirmed that the transfer to the Library could be made contingent on the award of the state grant.

### **Library Planning and Design Study**

Mrs. Knight reported that the Town has received 11 responses to the Library's Request for Qualifications for an Owner's Project Manager to oversee the upcoming Library Planning and Design Study. Next steps include interviews and further collaboration with the Permanent Municipal Building Committee.

### **Succession Planning**

Mrs. Lipcon reported that she and Mrs. Cartwright will meet with Human Resources Director John Senchshyn in late January to discuss the process for selecting and hiring a new Library Director to serve after Mrs. Knight's retirement in the fall.

### **Additional Trustees Concerns**

Mrs. Woodruff will distribute information she received at a recent meeting updating progress on drainage mitigation at the Library for discussion at the Board's next meeting.

**The Meeting Was Adjourned at 10:27 a.m.**

### **Documents for This Meeting**

1. Agenda of Meeting Wednesday, January 13, 2016
2. Director's Report [January 13, 2016]
3. Minutes of Board of Trustees Meeting, November 18, 2015
4. Minutes of Board of Trustees Meeting, December 2, 2015
5. Minutes of Board of Trustees Meeting, December 16, 2015

6. Financial Report, "Town Funds" and "Other Sources" 1/12/2016
7. Circulation Report, December 2015
8. Packet of six responses to an invitation to submit proposals for consulting on a Long-Range Plan for the Wayland Free Public Library; the responses were from James C. Flaherty, Deb Hoadley (Hoadley Consulting), Carol A. Mahoney, Nancy Rea, Thomas Jewell, and Sunny Vandermark.
9. [DRAFT] "Article for 2016 Annual Town Meeting" concerning payment in lieu of sewer betterment assessment for sewer capacity for Town Library buildings [drafted by Town Counsel Mark Lanza]
10. [DRAFT] "Article for 2016 Annual Town Meeting" concerning the transfer of the former highway garage site for Town Library [drafted by Town Counsel Mark Lanza]
11. Concept sketch labeled "Option 4, Wayland Library and Multipurpose Field, Town of Wayland, March 2014," Beta Group, Inc.

**Next Meeting(s)**

- Wednesday, January 27, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, January 27, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon **Absent:** Thaddeus Thompson, Suzanne Woodruff

**Call to Order:** 8:09 a.m.

**Visitors and Public Comment**

James C. "Chuck" Flaherty, former Director of the Public Library of Brookline and Wayland's recently selected consultant for work on the Library's Long-Range Plan, attended to discuss the Long-Range Plan. Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

Trustees approved the minutes of the Board meeting of January 13, 2016 unanimously (4-0).

**Financial and Statistical Reports**

Halfway through the fiscal year, the budget is on track. Library trust funds are showing healthy balances with approximately \$792,000 in the Millennium Fund and \$153,000 in the Draper Fund, along with small balances in miscellaneous funds.

On a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, Trustees votes unanimously (4-0) to accept a \$100 gift to the Millennium Fund received late last year.

Mrs. Heller reported that the Library has contracted with UniBank to process credit card donations to the Library's Millennium Fund through the Library website. UniBank, a Town approved vendor, imposes a 3% processing fee on all transactions.

Mrs. Knight reported that the Library has not been called to present and defend its FY2017 budget to the Finance Committee and is unlikely to be called as the Library's proposed budget, which was submitted in November, is well within Finance Committee guidelines.

Mrs. Knight reported that a recent Pizza and Study Night drew about 45 high school students studying for midterms. A second Study Night will follow.

**Warrant Articles for Annual Town Meeting**

Trustees reviewed the three warrant articles submitted by the Board of Library Trustees for consideration for inclusion in the warrant for the Annual Town Meeting to begin on Thursday, April 7, 2016 (in one case, Article X, the Recreation Commission was a co-sponsor). Mrs. Gennis and Mrs. Heller, who attended a warrant hearing before the Finance Committee on January 25, reported on some additions and changes since Trustees last saw drafts. For example, the title for the two land transfer articles (for 193/195 Main Street and 202 Old Connecticut Path, currently labeled Articles X and Y) has changed to add the words "*Authorize the [transfer of ... ]*" to the beginning of the title. Also, the address for the 26-acre Town parcel from the former Paine estate has changed from 137 Main Street to 202 Old

Connecticut Path (only the address has changed, not the parcel). Finally, the payment in lieu of sewer betterment (Article Z) has been specified as being \$56,000. Mrs. Gennis announced that Gordon Cliff, the Finance Committee's new liaison to the Library, has been assigned to present the Finance Committee Comments for the articles.

Mrs. Gennis reviewed a letter from Dianne Carty, Director of the Massachusetts Board of Library Commissioners, setting out state requirements for ownership of parcels proposed as sites for public library construction under the Massachusetts Public Library Construction Program (MPLCP). The letter clarifies, among other things, that a transfer of land that is conditioned on the Library being offered a state construction grant is sufficient "control" for the purposes of a grant application.

**Regarding Article X,** Mrs. Gennis noted that there was agreement at the warrant hearing that the parcel at 193/195 Main Street could accommodate more than one new use, but there was concern that it might not be big enough to accommodate all possible Library, Recreation, and School interests, e.g., a new library, a multipurpose artificial turf field, a school driveway, other drives, additional user parking, and perhaps school bus parking as well. Mrs. Heller pointed out that the current driveway to the Middle School could be relocated north or south to accommodate new uses on the two parcels.

Mrs. Gennis noted that the article proposes an unusual, three-way custodianship of the parcel(s) under which the Library, the Recreation Department, and the School Department could each receive a 100% interest in the consolidated 193/195 Main Street lot. This arrangement speaks to the importance of communication between boards as plans are formulated and also raises some issues. For example, who would decide which department's interests would prevail on which portion of the parcel(s)? Would the arrangement satisfy MPLCP requirements for "ownership" if 193/195 Main Street were selected as a site for library construction? How and to whom would the Library surrender its custody and control if the site were not chosen for library construction? And so on. These issues will have to be resolved by fall, when the Town must submit a letter of intent to apply for a state construction grant or withdraw from the running.

**Regarding Article Y,** Mrs. Gennis confirmed that the site at 202 Old Connecticut Path, which comprises 26 acres, is currently unimproved and difficult to access. The Library's chief interest in the property is to increase the number of sites an architect can consider for Library expansion. It could also serve as a fallback property in case adverse site conditions turn up at 193/195 Main Street and 5 Concord Road.

**Regarding Article Z,** Mrs. Gennis clarified that the wastewater article authorizes the purchase of a *right* to connect the current Library building at 5 Concord Road to the Town's wastewater system with an allotment of 820 gallons of flow per day; the connection itself would be an additional capital expense in the year of connection, and there would be a regular usage fee, which could be imposed immediately (Mrs. Gennis will check on this). Mrs. Gennis presented a letter written at the request of the Library by the Wayland Wastewater Management District Commission (WWMDC) to the Massachusetts Department of Environmental Protection requesting a statement of "no objection" to the Commission making such an allocation. She noted that some voters may oppose this article saying that the Town's already-allocated capacity has not been fully utilized and could be reassigned. Trustees see this article as a safety net in the event that reassignment to the Library is not successful through other channels.

Finally, Mrs. Gennis reminded Trustees that all applicants for a wastewater connection must demonstrate that a Title V-compliant septic system could be sited on the property seeking a sewer hookup. This

provision is apparently designed to ensure that land in this corridor in Wayland is not overdeveloped. It is unclear whether the portion of a property designated for the hypothetical Title V septic system must be left open and available for septic use or could be built upon; Trustees believe that both Town Counsel and the WWMDC say there is no such requirement, but Mrs. Gennis will check further. The question is important to the Library, as retiring the Library's current 29-year-old septic system is one of the few ways the Library could free up land to expand at its current site at 5 Concord Road. Mrs. Gennis noted that a resident has proposed that, should an open septic-qualified parcel be required, land for that purpose might be purchased from the Library's neighbor to the north on Concord Road; if such a solution were to be part of a grant application for expansion at 5 Concord Road, the Town would need to execute a purchase and sale agreement and a Special Town Meeting would have to approve the purchase before January 2017, when grant applications are due.

**Regarding the timing of the warrant articles,** Mrs. Gennis stressed that the Library is seeking the land transfers now (instead of at a later Special Town Meeting) because the Trustees do not want to spend taxpayers' money on investigations and concept drawings for sites which the controlling boards or the voters may later decline to transfer to the Library. However, if Articles X and Y fail, the Library will consider petitioning for a Special Town Meeting in the fall to approve any land transfers required for the Town to file a valid application for a state construction grant. According to the state timeline, a Letter of Intent to file a grant application must be submitted by September 2016, and all application documents are due in January 2017.

**Looking ahead.** Mrs. Heller recommended that the Library's presentation at Town Meeting stress that the three articles are companion pieces, all three designed to facilitate the investigation of sites for Library expansion as approved by the voters at the 2015 fall Special Town Meeting.

### **Library Planning and Design Study**

Mrs. Knight reported that the Permanent Municipal Building Committee has reviewed the 11 responses the Town received to the Library's Request for Qualifications for an Owner's Project Manager to oversee the upcoming Library Planning and Design Study, but the hiring process is moving very slowly. Next steps include reference checks and interviews. Mrs. Gennis will be meeting with the Town Administrator soon to try to move the process along.

### **Long-Range Plan**

Mr. Flaherty greeted the Trustees, reviewed his credentials, and briefly described the process he expects to undertake to develop the Library's next Long-Range Plan. Mrs. Knight noted that the recommended process has changed somewhat from the one used for the last Long-Range Plan, which was approved in 2012. For example, the familiar "SWOT" strategic planning exercise used to uncover strengths, weaknesses, opportunities, and threats to an institution has been replaced by a more "aspirational" "SOAR" exercise that emphasizes strengths, opportunities, aspirations, and results.

Trustees explained the history of the Library Planning Committee, which will work with Mr. Flaherty on the plan, and Mr. Flaherty reviewed the timeline, which currently foresees a final draft for vote by the Trustees at the end of the fiscal year. Open questions at this time include whether to revise the Library's mission statement and how to formulate a plan that does not unduly tie the hands of a new Library Director, as Mrs. Knight will be retiring in October 2016.

## **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that they had met with Human Resources Director John Senchyshyn to discuss the process for selecting and hiring a new Library Director to serve after Mrs. Knight's retirement in the fall. They will continue to work on a draft job description in advance of a meeting with the Personnel Board in March and an ad posting at the end of June. Open questions at this time include how to form a search committee, how widely to advertise the position, whether travel expenses can be paid from Library funds (such funds are not available from the Town), and whether the new director might spend a short period working with Mrs. Knight as he or she transitions to the role.

**The Meeting Was Adjourned at 10:30 a.m.**

## **Documents for This Meeting**

1. Agenda of Meeting Wednesday, January 27, 2016
2. Minutes of Board of Trustees Meeting, January 13, 2015
3. Financial Report: "Town Funds" and "Other Sources" 1/12/2016
4. Circulation Report, December 2015
5. [ANNOTATED DRAFT] Articles X, Y, and Z submitted for consideration for inclusion in the Warrant for the 2016 Annual Town Meeting: Article X concerning transfer of 193 and 195 Main Street to Library, Recreation, and School Departments; Article Y concerning transfer of 202 Old Connecticut Path to the Library; Article Z concerning a payment in lieu of sewer betterment assessment for sewer capacity for Town Library buildings [articles drafted by Town Counsel Mark Lanza and annotated with changes proposed at Finance Committee warrant review January 25, 2016]
6. Map of 26-acre parcel at 202 Old Connecticut Path marked "Parcel C"
7. Letter to Aida Gennis, Chair, Board of Library Trustees from Dianne Carty, Director, Massachusetts Board of Library Commissioners, January 20, 2016 concerning ownership of land to be used in a proposed Massachusetts Public Library Construction Program project
8. Letter to Eric Worrall, Acting Regional Director, Northeast Region, Massachusetts DEP from Fred Knight, Chair, Wayland Wastewater Management District Commission, [undated but on or after Jan. 15, 2016], requesting confirmation of no objection to reallocation 820 gallons per day of Title V design flow
9. "Draft Schedule for Long Range Planning 2016," by Chuck Flaherty and Ann Knight for initial meeting with Library Director and Board of Trustees, January 27, 2016

## **Next Meeting(s)**

- Wednesday, February 3, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, February 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, March 2, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, March 17, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, February 3, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Thaddeus Thompson, Suzanne Woodruff **Absent:** None

**Call to Order:** 8:05 a.m.

**Visitors and Public Comment**

Assistant Director Sandy Raymond and Youth Services Librarian Pam McCuen attended a portion of the meeting to discuss purchases of Library equipment and furnishings and other matters. Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes of January 27 were not yet available for Board review. They will be taken up at the next meeting, on February 17.

**Financial and Statistical Reports**

The monthly financial and circulation reports will be taken up at the next, regularly scheduled, meeting, on February 17.

**Warrant Articles for Annual Town Meeting**

Mrs. Gennis reported that Gordon Cliff is currently writing the Finance Committee's comments for the three articles that concern the Library that will come before Annual Town Meeting in April. Mrs. Gennis would like to relay to Mr. Cliff any comments that arise from the Trustees. Mrs. Cartwright noted that the Board of Selectmen will vote on those articles sometime in the next three weeks. Mrs. Gennis has sent the text of the three articles to Rosemary Waltos at the Massachusetts Board of Library Commissions to share with any other towns developing similar articles.

**Library Planning and Design Study**

Mrs. Woodruff reported that work on the Library's Planning and Design Study is now moving along well in the Permanent Municipal Building Committee (PMBC). Three candidates for Owner's Project Manager were interviewed on February 2, and the final selection will come soon; the next step will be developing the Request for Qualifications for the project's architect. Mrs. Woodruff echoed prior concerns that care be taken in phrasing the Scope of Work for that document so that at least two distinct options for Library expansion are delivered to the Trustees for consideration.

Because the Library Planning and Design Study will require close and friendly work with other boards in town, Mrs. Gennis proposed that the Trustees each take one or more boards to follow and liaise with. After conferring among themselves, the Trustees took the following assignments. Selectmen: Mrs. Cartwright; Wayland Real Asset Planning (WRAP): Mrs. Lipcon; Recreation: Mrs. Heller; Schools, Finance Committee Mrs. Gennis; Public Works: Mr. Thompson; PMBC: Mrs. Woodruff.

**Regarding land transfers from other boards.** Mrs. Gennis again confirmed that under the guidelines of the Massachusetts Public Library Construction Program (MPLCP), a municipal board can transfer a parcel to the Library contingent on the Library receiving an MPLCP grant. Such a transfer can also be restricted to that portion of a larger parcel that is described in an MPLCP grant application as being the site of the proposed Library building and its adjacencies. While pleased with the latitude these allowances give the Town, Mrs. Gennis stressed that in the early stages of the study, the Library will need access to certain parcels in their entirety so the architect may determine where on the parcel a Library might best be sited.

### **Long-Range Plan**

Mrs. Knight reported that the Library Planning Committee will begin working on the Long-Range Plan with consultant Chuck Flaherty on February 9. Mrs. Knight noted that under certain kinds of employment arrangements the Town would require Mr. Flaherty to acquire professional liability insurance. She is working to see what can be done to avoid this requirement as the insurance is expensive and the consulting job pays rather little.

### **MEMA Drainage Grant**

Mrs. Gennis updated Trustees on drainage work proposed for the Library under terms of the grant awarded by the Massachusetts Emergency Management Agency after the flood in Spring 2010. She reported on several discharge schemes discussed during a recent site visit she and Mrs. Knight attended along with representatives of the Department of Public Works, the Conservation Commission, and Tighe & Bond, the Town's engineering firm on this project. One plan puts a drain under Route 27; another suggests a route generally alongside the rail bed for future consideration.

### **New Library Furniture and Equipment**

Ms. Raymond reported on searches she and Ms. McCuen recently completed for new furnishings and equipment for the Library and presented their recommendations for purchase from State Aid and Trustees' funds, as the Town's operating budget does not contain money for furnishings and technology equipment other than computers and required library peripherals.

**"Current Books" display tables.** After reviewing order catalogues and visiting neighboring libraries in search of furniture that can creatively display bestsellers and other current book offerings, Ms. Raymond settled on a tiered, "wedding cake" style of wooden display table. She presented several styles and sizes available from Demco, Tucker Library Interiors, and Strictly Custom Woodworking, along with their estimated costs, and recommended purchasing two three-tiered oval units in oak and wood veneer from Tucker at a total cost of \$6,302.92

**Booth seating.** Ms. Raymond made the case for "booth seating" in the Teen Area, arguing that it is comfortable and attractive to young people and is widely used in library teen rooms. She measured the available space and found it easily accommodates a unit from Tucker Library Interiors, which she recommended, at a total cost for the two booths and reading table of \$2,685.70.

**Café table and seating.** Ms. Raymond presented some simple tables and chairs that could be used outside the Children's Room for people taking a break from work in the Library, making phone calls, or waiting to use the restrooms. She recommended going with two inexpensive sets of table and chairs

from Amazon, at about \$200, just to test the concept.

**Early learning station.** Ms. McCuen described an Early Learning AWE Station, a digital learning device for children 2-7 that offers 4,000 activities including early explorations of math, social studies, science, and reading topics that are aligned with school frameworks. The device does not require Internet access but rather delivers games and educational programs through its own pre-installed software. After discussing the product with children's librarians in neighboring towns that have them, Ms. McCuen strongly recommended purchasing one for the Children's Room. The cost is \$3,150.00.

**Brio table and train setup.** Ms. McCuen also recommended purchasing an old-fashioned Brio table and trains for a hands-on alternative to screen play and book activities in the Children's Room. The Brio setup would replace the current bins of blocks and dinosaur figures that patrons often trip up on. The cost would be \$496.24.

**Kibo Robotics.** Ms. McCuen described the Kibo robotics kits developed for young children, ages 4-7, by the Tufts Developmental Technologies Research Group. The kits contain blocks that can be used to build things while teaching logical sequencing and coding operations. She recommended, as her third priority, purchasing two kits for a total cost of \$718.

After consideration, on a motion by Mrs. Heller seconded by Mr. Thompson, Trustees unanimously approved (6-0) purchasing the recommended display cases using funds from State Aid, and the booth seating, AWE Station, Brio table and trains, and the café tables and chairs using money from the Draper Fund. Trustees decided to reconsider the Kibo kits at a later date.

### **Library Metrics**

Following up on a request from Trustees to see whether our Library metrics could be presented in a simpler visual style, Mrs. Knight and Ms. Raymond shared some models from the public library in Skokie, Illinois, along with adaptations of those models—charts, graphs, illustrated lists, and so on—to Wayland statistics. Trustees liked the examples and urged Mrs. Knight to have staff develop some templates for such statistics to use for Trustee reports, staff use, and public information going forward, including in social media and on the Library's digital signs. Mr. Thompson suggested looking not only at "snapshot" presentations but also at trends over time.

### **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that they are working with Mrs. Knight and Human Resources Director John Senchyshyn on a draft job description for the upcoming Director search, as Mrs. Knight is retiring in the fall. Trustees discussed qualifications and considerations they thought important, including clarity that the Director will often have responsibilities on nights and weekends. Also, while most building maintenance and operations are now the responsibility of the Facilities Department, the new Director will be very involved in building issues if the Town goes forward with a library construction program. On a motion by Mr. Thompson, seconded by Mrs. Heller, Trustees voted unanimously (6-0) to forward a draft job description to Mr. Senchyshyn for further discussion. Mr. Thompson suggested that the Trustees review all the Board's policies concerning governance, supervision, management, and board relations early in the search process.

### **Trustees Concerns and Topics Not Reasonably Anticipated before the Meeting**

Mrs. Lipcon and Mrs. Heller reported briefly on a working meeting of the WRAP Committee they attended on January 27, noting that the Town's Public Buildings Director, Ben Keefe, had suggested the Committee consider a proposal to renovate the Town Building to accommodate uses by the Recreation Department, the Council on Aging, and a new Community Center, and to move other Town functions to a building at Town Center.

Mrs. Heller reported that a group from the Friends of the Wayland Free Public library, which looks out for the Library's plantings, walked the grounds last week and found that the boxwoods lining the walkway to one of the entrances need to be replaced after suffering considerable damage last winter.

**The Meeting Was Adjourned at 10:45 a.m.**

#### **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, February 3, 2016
2. Packet of material for tiered, "wedding cake" display units including a product description from Demco; photos of such units in use in other Metro Boston libraries; quotations from Tucker Library Interiors and Strictly Custom Woodworking; and a cover page summarizing options and costs
3. Packet of material for booth-style seating units for the Teen area, including product descriptions from Demco, photos of such units in use in Sudbury, a quotation from Tucker Library Interiors, and a cover page summarizing options and costs
4. Packet of material for café-style table and chairs, including product descriptions of offerings by Alpine and Costco (through Amazon) and an offering by Furniture Designhouse (through Wayfair), along with a cover page summarizing options and costs
5. "Suggestions for Children's Room Upgrades, February 3, 2016," including descriptions of three items proposed for purchase: AWE Early Literacy Station, Brio Table with train setup, and Kibo Robotics kits
6. Examples of various ways the Skokie [Illinois] Public Library presents statistics for such things as circulation, use of Lynda.com, monthly programming, learning resource, patron interaction, etc.
7. Examples of similar ways to present Wayland Free Public Library statistics for various media, including a graph of January Circulation statistics, Technology Use, Database Sessions, Lynda.com usage, Raytheon Room use, etc.

#### **Next Meeting(s)**

- Wednesday, February 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, March 2, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, March 17, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, February 17, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Lynne Lipcon, Suzanne Woodruff **Absent:** Thaddeus Thompson, Anne Heller

**Call to Order:** 8:01 a.m.

**Visitors and Public Comment**

No public comment.

**Minutes of Previous Meeting(s)**

Trustees approved the minutes of the Board meeting of January 27, 2016 unanimously (4-0).

**Financial and Statistical Reports**

No new reports presented for this meeting. It was noted that we have had several closings due to snow and electricity outage and anticipate that circulation will be affected by this.

**Warrant Articles for Annual Town Meeting**

In light of the change in the title of two of the articles, a motion was made to approve them with the revised titles for inclusion in the upcoming April Annual Town Meeting Warrant. The revisions more accurately characterize the actions requested of Town Meeting voters by adding the words "To Authorize" at the beginning of each title. Mrs. Lipcon made the motion to approve the change of title and Mrs. Cartwright seconded the motion. It passed (4-0).

Another motion was made to give Mrs. Gennis continued authority to revise articles as she deems appropriate and necessary in order to keep the process moving in support of Spring Town Meeting. Mrs. Lipcon made the motion, Mrs. Cartwright seconded it, and it passed (4-0).

Mrs. Gennis said that our State Liaison at the MLBC is insistent that we go forward with land transfer articles at April town meeting. She indicated that if we wait until a fall Town Meeting, we will not have enough time to complete a grant application. Another concern that we may have to address before Town Meeting is what will happen to an authorization for a land transfer if the Library does not use a parcel? If an authorization to transfer land to the Library is voted at Town meeting and the Library does not need that parcel, then the transfer never occurs and the parcel remains with the original board. We anticipate that any transfer of land will be conditioned upon the award of a grant by the State and a vote by Town Meeting voters to fund construction.

The discussion then turned to Article 2, which concerns acquiring capacity from the Wastewater Management District for the Library. This will be discussed at a Selectmen's meeting next week and Trustees are encouraged to attend. We will post the meeting so that a quorum may attend. Emphasis was placed on how we really need to have a decision about the wastewater issue as soon as possible, in order to make the current site an option for a potential expansion project as well as to insure the

possibility of any future use of the building at 5 Concord Road.

### **Departmental Cooperation**

There was mention of concerns conveyed to Mrs. Knight and other department heads by Town Administrator Nan Balmer, who received a memo that suggested she encourage collaboration among the Library, COA/CC, and Recreation Department in the areas of what each does and whether there are overlaps. The department heads do not perceive there to be overlaps. Trustee comments included the observation that all programs from each department seem to be fully subscribed and target different age groups. Based on this, it would not appear to be any significant overlap. Mrs. Knight commented that library programs are created to fulfill the educational mission of the library and so are designed to bring people into the library to expose them to the library and all it has to offer. No action was made relative to the topic.

### **Library Planning and Design Study**

An OPM has been selected for the study: John Sayre-Scibona of Design Technique. Ben Keefe is completing the contract with them for a sum of \$29K. The next step of hiring an architect has been started by the OPM. Advertisement of the RFQ will be listed in Central Registry February 18 stating that RFQ will be available for download February 23. The RFQ will be reviewed by Aida, Suzanne, Thom White and Ann Knight. The OPM will now be stepping in to start driving the next steps with us.

### **Long-Range Plan**

Mrs. Knight reported that library consultant James C. Flaherty will be put on the town payroll during the Long-Range Planning process and will be paid through the Draper Trust Fund. The first meeting Mr. Flaherty held with the Long Range Planning Committee to collect their input. Mrs. Knight said that another important step is to meet with the Library Staff and she would like to close the Library for half a day so that staff can give full attention to the process. She would also like to bring in some food items and lunch. Mrs. Woodruff made a motion that the library be closed on April 4, 2016, 9 a.m. to 1 p.m. for the time necessary to complete the Long Range Planning meeting and to provide lunch for the staff where the cost will be covered by State Aid to Public Libraries. Mrs. Cartwright seconded. Passed 4-0. There are public forums scheduled for March 21 and 26 with Mr. Flaherty. It will be listed in the weekly Library Notes that are sent out to usual points of publication. It was suggested that we all extend personal invitations to members of the community as we hope to get a good cross section of our population's input. The public forums will focus on programs and services.

### **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that they are waiting to get on the Personnel Board agenda for approval of modifications to the Director job description. The meeting last week was canceled due to snow. Mrs. Gennis reminded the Trustees to monitor other town Boards' agendas to address concerns expressed about our articles before upcoming Annual Town Meeting.

### **Update of FEMA Drainage Project**

The official document to Town of Wayland that approves the extension request was forwarded to Mrs. Knight by DPW Director Stephen Kadlik. The document was distributed for our review. The new anticipated completion date is now April 11, 2017. The proposed project schedule is on page 3 of the document.

**Topics not reasonably anticipated by the chair**

Assistant Director Sandy Raymond joined us to show us small tables and chairs that she had found for potential purchase and placement in lower lobby by restrooms. The intent is that they could be used for taking a phone call or having a snack. After she left, she then returned to say that the items were sold out and that she would look further for options.

Mark Peter Hughes has submitted papers to run for Library Trustee. Anne Heller is running for reelection. It was noted that the one open position for both the Selectman and the School Committee only have one candidate for the one open seat. Town election is April 5, 2016 with town meeting starting April 7, 2016

Mrs. Knight reported that the High School Study nights have been heavily attended and, therefore, the costs for pizza are getting higher. The Friends have been covering the cost. It was noted that we consider some other options for paying for the pizza. No decision was made on any different funding.

**The Meeting Was Adjourned at 10:37 a.m.**

**Documents for This Meeting**

1. Agenda of Meeting Wednesday, January 17, 2016
2. Directors Report February 2016
3. 2016.01.20 Extension Approval from MEMA for Drainage Project
4. Copy of the 3 articles submitted for April town meeting with Finance Committee Comments and their recommendation and arguments in favor and opposed
5. Copies of the 3 articles submitted for April town meeting on submittal forms
6. Copy of small round table and chair as found in Amazon

**Next Meeting(s)**

- Wednesday, March 2, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, March 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday March 30, 8 a.m., Library Administrative Office

Respectfully submitted by Suzanne Woodruff, Trustee of Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Thursday, March 3, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Suzanne Woodruff **Absent:** Thaddeus Thompson

**Call to Order:** 1:39 p.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes of the meeting of February 3, 2016, were approved unanimously (5-0).

**Financial and Statistical Reports**

Trustees reviewed the operating budget report and found that, eight months into the fiscal year, expenditures were on track. On a motion by Mrs. Lipcon seconded by Mrs. Cartwright, Trustees voted to accept a gift of \$250 to the Millennium Fund.

**Warrant Articles for Annual Town Meeting**

Trustees reviewed the three warrant articles, currently numbered 19, 20, and 21, that the Library is proposing at Annual Town Meeting, along with maps that will appear in the warrant appendix. **Article 19** proposes a land transfer of two parcels at 195 and 207 Main Street near the Middle School. **Article 20** proposes a land transfer of a large parcel at 202 Connecticut Path, part of the former Paine Estate. **Article 21** proposes payment for sewer capacity for the current Library building at 5 Concord Road.

After several rounds of discussion with the Finance Committee and Board of Selectmen, the articles and their accompanying comments are at or near final draft, and both boards have voted to support all three articles. Mrs. Gennis will present the articles at Town Meeting, perhaps sharing the podium for Article 19, which is co-sponsored by the Recreation Commission.

Mrs. Gennis and Mrs. Heller will prepare an article for the Town Crier and other news outlets giving an update on the Library Planning and Design Study, explaining the three articles, and urging a Yes vote. Several friends of the Library will write letters to the editor as well. Trustees decided against holding separate open houses to present the articles, noting that the Library Planning Committee is already holding community conversations in March for the concurrent Long-Range Plan project, and questions about the articles can be easily addressed at those meetings.

**Library Planning and Design Study**

Mrs. Gennis announced that John Sayre-Scibona of Design Technique, Inc., of Newburyport, has been selected as the Owner's Project Manager for the Library Planning and Design Study. A Request for Qualifications has been posted for a Designer/Architect, and 16 architectural and engineering firms

attended a project briefing at the Library on March 2. Proposals are due March 10, and a selection committee is being formed. Mrs. Gennis hopes to have a signed contract by the end of March. Mrs. Woodruff reported that coordination with the Permanent Municipal Building Committee is going smoothly.

In a discussion of qualifications for a Project Architect, Mrs. Heller reiterated her concern that all finalists have significant experience designing libraries. Mrs. Knight urged that the Town offer an adequate fee, as other Massachusetts library projects have struggled to field enough strong candidates when offering fees of less than \$50,000. Mrs. Gennis added that the candidates should have a good track record with cost estimation as Mr. Sayre-Scibona has advised that the architect develop cost estimates, instead of an independent estimator, arguing that the Project Architect will understand the project constraints best.

Mrs. Gennis alerted the Trustees to permitting issues that will have to be addressed if the Town goes forward with a Library construction project. For example, the Library would need a permit to remove the septic system at 5 Concord Road if Trustees choose to expand to the north of the existing building. Similarly, special permits might have to be obtained to change access roads, parking layouts, or building heights. Since permits cannot be issued on the strength of a concept drawing, any application for a State library construction grant would have to include assurances that known permitting difficulties can be surmounted as the proposed project unfolds. This will require the Trustees to visit other boards over the next six months to obtain "a sense of each board" on likely permitting requests. Rosemary Waltos, of the Massachusetts Public Library Construction Program, has clearly stated that if a permit request fails, any State funding would be withdrawn, so this is a serious matter.

Mrs. Knight reported that the Board of Library Commissioners will make its official announcement of the upcoming grant round in May, with an application deadline in January 2017, as expected.

### **Communication with Other Boards**

Mrs. Lipcon is keeping the Wayland Real Asset Planning Committee advised of Library actions as that committee develops its recommendations for where and how to deliver Town services over the long term. Mrs. Cartwright reported concern expressed at a recent Board of Selectman meeting about conservation issues at the site of the municipal pad at Town Center, one of the Town's available building parcels. Trustees reported much urging of cooperation and collaboration among boards envisioning building projects as they sort out their offerings, needs, and who might go where.

### **Long-Range Plan**

Work is proceeding smoothly on the Library's next Long-Range Plan with the help of the Library's consultant Chuck Flaherty. Two community conversations have been scheduled to which the public is invited to give input into the plan, and announcements have been written for the press. One conversation will be held on Monday, March 21, at 7 p.m.; the other will be held on Saturday, March 26, at 10 a.m. Both are scheduled for the Raytheon Room. Library staff will meet with Mr. Flaherty on Monday, April 4.

### **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that the Personnel Committee is reviewing a draft job description for the upcoming Library Director search that was developed by Mrs. Lipcon, Mrs. Cartwright, Mrs. Knight, and Human Resources Director John Senchyshyn, with input from the Trustees. The Personnel Board, which may propose changes to align the document with Town personnel policies,

will return the job description to the Trustees within the month. The job description will be finalized soon thereafter and the job will be posted at the end of May or in early June. Interviews will be held over the summer. Mrs. Heller suggested that a rough timeline for the transition be shared soon with staff, and Mrs. Lipcon agreed to draw one up. Mrs. Knight has announced she will retire in the fall, probably at the end of October.

#### **Trustees Concerns and Topics Not Reasonably Anticipated before the Meeting**

Mrs. Knight announced that an Authors Festival showcasing 20 local writers will be held at the Library on Saturday, April 2.

**The Meeting Was Adjourned at 3:52 p.m.**

#### **Documents for This Meeting**

1. Agenda for Meeting, Thursday, March 3, 2016
2. Minutes of Meeting, February 3, 2016
3. "Town Funds" report, [circa March 3]
4. Three press releases inviting Wayland residents to participate in updating the Library's Long-Range Plan titled "General Press Release," "For School newsletters," and "For COA Newsletter"
5. "Article 19: To Authorize the Transfer of 193 and 195 [207] Main Street to Library Trustees, Recreation Commission and School Committee"
6. Map: "193, 195, 207 Main Street – Parcel IDs 47D-005, 47D-058C, Wayland, MA, March 1, 2016," CAI Technologies
7. "Article 20: To Authorize the Transfer of 202 Old Connecticut Path to Library Trustees for Library Use"
8. Map: "202 Old Connecticut Path-Parcel ID 33-001C, Wayland, MA, March 1, 2016" by CAI Technologies
9. "Article 21: Fund Payment in Lieu of Sewer Betterment Assessment for Sewer Capacity for Town Library or Other Town Building"
10. Map: "5 Concord Road – Parcel ID 23-094, Wayland, MA, March 1, 2016," by CAI Technologies

#### **Next Meeting(s)**

- Thursday, March 17, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, March 30, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Thursday, March 17, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Thaddeus Thompson, Suzanne Woodruff **Absent:** None. Mr. Thompson left the meeting at about 10:15.

**Call to Order:** 8:09 a.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes of March 3, 2016, were approved unanimously (6-0). The minutes of the meeting of February 17, 2016, were still under review.

**Financial, Circulation, and Statistical Reports**

Eight months into the fiscal year, expenditures are on track. Circulation in February was down somewhat from January, as is usual, but up over February totals the last two years.

Mrs. Knight presented two sets of Wayland Library statistics (January and February) displayed in a new "Dashboard" format prepared by Library Assistant Director Sandy Raymond from a model borrowed from the Skokie Public Library in Illinois. Data collection is not automated at the Library, so these statistics take time, but Trustees found the presentation well worth it.

Mrs. Lipcon reported that the Library's recent Gossels Fund for Human Dignity program was very good, with attendance of about 25 people.

**Warrant Articles for Annual Town Meeting**

Trustees discussed the status of the Library's three warrant articles for Annual Town Meeting, as follows.

**Article 17,<sup>1</sup> seeking transfer of land from parcels at 195 and 207 Main Street, the site of the former Highway Garage.** It is currently unclear whether the School Committee or the Board of Public Works has control over 207 Main Street, the parcel of land to the left of the Middle School driveway, but the Town Clerk and Town Counsel are working to sort out the status. Mrs. Gennis will make the main presentation of this article at Town Meeting and has invited the Recreation Commission, which is cosponsoring the article, to speak as well.

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<sup>1</sup> The numbering of the Town Meeting warrant articles was in flux at the time of the Trustees' meeting. These minutes use the numbers subsequently assigned for the warrant.

**Article 18, seeking a transfer of land from a 26-acre parcel at 202 Old Connecticut Path.** Mrs. Knight and Mrs. Gennis reported that they have received notice from the Wayland Historical Commission that an investigation for resources of archaeological and historical importance will be required in sensitive areas of the parcel before any construction could be undertaken. This issue does not arise in the other two sites under consideration for Library expansion—5 Concord Road and the former Highway Garage site—as these sites have already been significantly disturbed by prior uses.

**Article 19, requesting a wastewater connection for the current library building at 5 Concord Road.** Mrs. Gennis announced that the Board of Selectmen will co-sponsor the article with the Library, and the Town, not the Library, will expend the \$56,000 payment in lieu of sewer betterment assessment if the article passes. There is some uncertainty over how to calculate wastewater flow requirements as there is no designated "Libraries" category in the usual Title 5 regulations although Title 5 regulations do state how flow may be calculated in such instances; it is also unclear what body is authorized to make that determination. The Board of Health is asking for a written policy from the Wayland Wastewater Management District Commission (WWMDC) for how it determines the amount of flow required. Mrs. Knight is making inquiries about wastewater usage among similarly sized libraries in Massachusetts for comparison.

In her presentation of Article 19 at Town Meeting, Mrs. Gennis will speak only to the need to free up buildable land for an expansion of our current library building; technical questions about flow, fees, and so on will be referred to the WMDC. The Board of Selectmen will not make a presentation for the article. Mrs. Knight stressed that this article must pass if there is any hope of expanding the library at 5 Concord Road with state funds; without more wastewater capacity and without excavating the current septic system to allow an expansion at that site, an architect probably could not design a building appropriately sized for the current Library Program, and so a potential state grant application for this site would likely fail.

Mrs. Gennis will speak to all three articles at the **League of Women Voters Candidates Night** on March 17. An information sheet based on an article to be published in the Town Crier that same day will be available at that meeting as well. Mrs. Heller and Mark Peter Hughes will also speak at the League of Women Voters event, as they are candidates for the Board of Library Trustees.

Mrs. Heller has drafted sample messages of support for Library articles that can be sent out by email to Wayland voters by Library friends and supporters.

### **Library Planning and Design Study**

Mrs. Woodruff, who is serving on the Permanent Municipal Building Committee for the Library project, reported that nine companies have responded to the Library's Request for Qualifications for a Designer (Architect) for the Library Planning and Design Study. The responses are currently under review and there is consensus about the top candidates. Four firms will present their credentials to an interview group on March 23; candidates will then be ranked and their references will be checked.

An information session on Massachusetts Public Library Construction Program grants will be held that same day, March 23, in South Hadley. Mrs. Gennis, Mrs. Woodruff, Mrs. Knight, and Thom

White, a member of the Library Planning Committee and the PMBC, plan to attend that session before the interview session that evening.

Mrs. Gennis and Tom Fay, Chair of the Library Planning Committee (LPC), are exploring ways to form an ad hoc advisory design group to work alongside the PMBC to support its work with information and experience available to the Board of Trustees and LPC. The group might consist of 7-9 people.

### **Communication with Other Town Boards about Library Matters**

Trustees reported on communications received and on their attendance at meetings of other Town boards considering Library issues.

Mrs. Woodruff reported that the Recreation Commission asked the Board of Public Works (BPW) for support of its articles at Town Meeting, including Article 17, jointly sponsored by the Library; no action was taken. BPW reports that the drainage mitigation project at the Library is coming along. Vacuum excavations to determine the location of existing pipes are complete and permits to do the necessary work will be acquired soon. The drainage project is being conducted under a Massachusetts Emergency Management Agency grant awarded after the spring flood of 2010.

Mrs. Gennis reported that the Wayland Real Asset Property (WRAP) Committee has sent a memorandum advising Trustees of its concerns about possible legal restrictions on the use of the land and current library building at 5 Concord Road. The WRAP Committee urges a careful review of relevant deeds, legal opinions, and laws by a real estate attorney with special expertise in arcane property restrictions. Mrs. Gennis explained that any hiring of Special Counsel would have to be done through the Board of Selectmen. Mrs. Gennis also mentioned that a review of land documents suggests that the Board of Library Trustees may have control of less land at 5 Concord Road than thought; some land usually associated with Library use may in fact be controlled by other Town entities.

Coming up are the League of Women Voters Candidates Night (March 17), the Finance Committee's Warrant Article Hearing (March 23), two open houses for the Long-Range Plan (March 21 and March 26), The Moderator's Forum (March 23), an interview with the Wayland Weekly Buzz (March 30).

### **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that the Personnel Board met on February 29 to discuss the upcoming Library Director search and the job description for the Library Director. A preliminary list of responsibilities, considerations, and minimum qualifications was circulated for comment. Though the list does not reference a responsibility to ensure the Library's place as a welcoming gathering place in the community, as the Trustees had suggested, Trustees voted unanimously (5-0) to accept the draft as a working document (Mr. Thompson having left the meeting before adjournment); Mrs. Lipcon made the motion and Mrs. Woodruff seconded it.

### **Other Topics Not Reasonably Anticipated 48 Hours Before the Meeting**

In response to a query from the Town Administrator about the disposition of Town-owned property at 47 and 48 Sycamore Road, Trustees voted a unanimous statement of "no interest" (5-0, Mr. Thompson having left the meeting early); motion by Mrs. Lipcon, seconded by Mrs. Gennis.

**The Meeting Was Adjourned at 10:40 a.m.**

#### **Documents for This Meeting**

1. Agenda for Meeting, Thursday, March 17, 2016
2. Minutes of Meeting, March 3, 2016
3. Financial Report, 3/15/2016, "Town Funds" and "Other Sources"
4. February Circulation Report
5. "Monthly Statistics Dashboard: June 2015," Skokie [Illinois] Public Library
6. "Monthly Statistics Dashboard: January 2016 data," Wayland Free Public Library
7. "Monthly Statistics Dashboard: February 2016 data," Wayland Free Public Library
8. Letter to Ann Knight from Elisa Scola, Chair, Wayland Historical Commission, March 4, 2016 [relating preliminary concerns about archaeological resources that may be present on the Town-owned parcel at 202 Old Connecticut Path]
9. Memorandum from WRAP Committee to Wayland Library Trustees, March 11, 2016, titled "Assistance in Review of Deeds and Other Documentation"
10. [Memorandum] to All Boards, Committees, and Department Heads from Nan Balmer [Town Administrator] titled "Disposition of Town-Owned Parcels 47 and 48 Sycamore Road, March 14, 2016
11. Article for Wayland Town Crier titled Library Articles at Town Meeting [03/14/16]
12. Town of Wayland, Position Description, Library Director [preliminary list of considerations and minimum qualifications][circa 03/15/16]

#### **Next Meeting(s)**

- Wednesday, April 6, 2016, Raytheon Room, Wayland Free Public Library [tentative, perhaps Thursday, April 7, 2016, at 2 p.m., instead]
- Wednesday, April 20, 2016, Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, March 30, 2016  
Director's Office, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Thaddeus Thompson, Suzanne Woodruff **Absent:** None. Mr. Thompson and Mrs. Heller left before the conclusion of the meeting, around 10 a.m.

**Call to Order:** 8:08 a.m.

**Visitors and Public Comment**

Mark Peter Hughes, candidate for the Board of Library Trustees in the upcoming Town Election, attended the meeting as did former Trustee Nan Jahnke, who took the minutes. Assistant Library Director Sandy Raymond attended for a brief time to update Trustees on Library furnishings. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes of the meeting of February 17, 2016, were approved unanimously (6-0) after recording some small edits.

**Communication with Other Town Boards about Library Matters, Including Warrant Articles and the Library Planning and Design Study**

Trustees reported on their attendance at meetings of other Town boards considering Library issues.

Mrs. Heller reported that the **Recreation Commission** would like Commissioner Anna Meliones to share podium time with Mrs. Gennis at Town Meeting to jointly present Article 17, which is being co-sponsored by the Library and the Recreation Commission. Trustees agreed this is a sensible plan.

Mrs. Lipcon reported that the **Wayland Real Asset Planning (WRAP) Committee** did not address Library issues at its last meeting, but Mrs. Gennis reported she had had a conversation with the WRAP's liaison to the Library, Gretchen Schuler. Mrs. Schuler informed her that the WRAP Committee had voted its unanimous support of Library Articles 17 and 18, the land transfer articles; it has not yet voted on Article 19, seeking funds to purchase capacity for a wastewater connection for 5 Concord Road. The WRAP Committee also supported the Recreation Commission's Article 22, which (in part) seeks to fund a study to determine the feasibility of locating fields at the former Highway Garage site. Mrs. Schuler also asked for some clarification about state construction grant rounds and deadlines.

Mrs. Woodruff reported that the **Permanent Municipal Building Committee (PMBC)** has formally accepted the selection of the Library's Owner's Project Manager, John Sayre-Scibona of Design Technique, Inc., of Newburyport; it has also approved the first invoice of payment to his firm and has organized a process to negotiate a contract with the likely Designer (Architect). She also reported that the PMBC has organized a project group for the Library project consisting of all five members of the PMBC plus two representatives from the Library: Mrs. Woodruff and Thom White, an architect who serves on the Library Planning Committee. This is a voting committee. As Mrs. Woodruff understands it, the PMBC expects the Owner's Project Manager and the Architect will report directly to this group.

It is apparent to Trustees that some means of delivering information and support to the PMBC during the Planning and Design Study is important. Trustees discussed how this might occur and wondered whether a separate, nonvoting advisory group might be formed. Interested parties might include Mrs. Gennis, Mrs. Knight, and other members of the Library Planning Committee, which was originally charged with oversight of the Study. The PMBC seemingly welcomes the participation of members of the Library Trustees and the Library Planning Committee at its project meetings. The PMBC also has made it clear that there will be no increase in the voting membership of its body; any others who attend its meetings do so at the pleasure of the PMBC. Mrs. Gennis and Mrs. Knight will work with the PMBC, the Owner's Project manager, and the Architect to clarify lines of responsibility, decision-making, and authority.

Mrs. Gennis reported that the **School Committee** supports Article 17 and is excited by the prospect of more synergy between the Library and Schools, especially if a site near the Middle School is chosen for new Library construction.

Mrs. Cartwright reported that the **Board of Selectmen** has scheduled a Special Town Meeting for November 15-16, 2016.

Mrs. Woodruff reported that the **Board of Public Works** has not taken any recent actions that affect the Library.

Mrs. Gennis reported that the **Council on Aging/Community Center Advisory Committee (COA/CC)** is currently working on a program document and would like information from the Library about the Library's program and spaces. Mrs. Gennis referred them to the Library's recently updated Library Program and advised them that the Architect for the Library Planning and Design Study will also be reviewing and updating this document as part of his work over the next months.

Mrs. Gennis reported that the COA/CC has asked for the Library's support of its Article 21 at Town Meeting. The Article requests funds to pursue a plan for a joint COA/CC building at Town Center. After discussion, on a motion by Mr. Thompson, seconded by Mrs. Woodruff, Trustees unanimously (6-0) adopted the following language of support:

*Recognizing that the Council of Aging has an urgent need for more space and better facilities, and supporting the vision of a vibrant municipal presence at Town Center, the Board of Library Trustees voted unanimously on March 30, 2016, to support the passage of Article 21 at the 2016 Annual Town Meeting.*

Mr. Hughes asked whether it would yet be possible to combine Library, COA, and/or Community Center functions in one facility, a suggestion that was earlier explored for a joint Library and COA. Mrs. Gennis explained that the "Municipal Pad" site at Town Center was found to be too small for a joint Library/COA building and that the Massachusetts Public Library Construction Program timeline makes a joint project infeasible for the next round of grants. She noted, however, that in recent years the Trustees have certainly been open to such suggestions.

Finally, Mrs. Gennis reported that she and Mrs. Heller would sit for an interview with the **Wayland Weekly Buzz** on the afternoon of March 30.

### **Retirement of Thaddeus Thompson**

Mr. Thompson confirmed that he will retire from the Board of Library Trustees following the vote in the upcoming Town Election and the completion of Town Meeting. Mr. Hughes is running for his seat.

Trustees expressed dismay at Mr. Thompson's departure and thanked him for his service, commending his ability to frame issues and assist the Board with financial decisions.

### **Library Furnishings**

Assistant Director Sandy Raymond updated Trustees on new Library furnishings authorized earlier. The BRIO table and AWE Learning Station have been installed in the Children's Room and are both well received. End cap shelving for the Teen Area will arrive the first week of April, and the two "wedding cake" display tables for the Main Rooms will arrive by May 25.

Mrs. Raymond presented two options for inexpensive café-style tables and chairs to be installed in the downstairs hallway for patrons seeking a place to sit briefly while making phone calls, chatting with friends, waiting for the restrooms, and so on. After discussion, on a motion by Mrs. Lipcon, seconded by Mrs. Cartwright, Trustees voted to approve the purchase of two Outdoor 3-Piece Bistro Sets, in red, at a total cost of approximately \$180.00 plus tax. The vote was unanimous (4-0, Mr. Thompson and Mrs. Heller having had to leave early). Pursuant to a vote at the Trustees' meeting on February 3, funds will be made available from the Draper Fund.

### **Warrant Articles for Annual Town Meeting**

Trustees applauded Mrs. Gennis for her talk at the League of Women Voter's Candidate's Night on March 17, when she presented the three articles that the Library is bringing to Town Meeting. Mrs. Gennis, Mrs. Heller, and Mrs. Jahnke are now finalizing the podium presentations for those articles at Town Meeting, which begins on April 7.

The presentations for **Articles 17 and 18**, the land transfer articles, are close to done. Mrs. Knight has asked peer libraries for information about their wastewater usage to support **Article 19**, which seeks funds to purchase capacity which will allow the current library building at 5 Concord Road to be connected to the Town's wastewater system. In her presentation of that article at Town Meeting, Mrs. Gennis will speak only to the need to free up buildable land for an expansion of our current Library building; technical questions about capacity, fees, septic removal, and so on will be referred to the Wastewater Management District Commission. The article does not request funds for the cost of the connection itself, this would be funded through the Facilities Department budget.

A poster urging Yes votes on the Library articles will be displayed in the Library through Town Meeting.

An email message encouraging voters to come to Town Meeting and vote Yes on the Library articles will be sent to Library supporters in the first week of April for dissemination to their friends and colleagues as they desire. Mrs. Lipcon suggested that the message include a suggestion to send out information by Twitter.

A handout will be made available to voters at Town Meeting. The handout will be based on an article that appeared in the Town Crier on March 17, and will include maps showing the parcels referenced in the warrant articles.

### **Long-Range Plan**

Development of the Library's new Long-Range Plan is coming along under the direction of our Long-Range Plan Consultant Chuck Flaherty. Two public forums conducted for the Plan attracted 20-25 people each in March, with some interesting comments, especially about community engagement. A meeting with Library staff will take place on April 4.

## **Succession Planning**

Mrs. Lipcon and Mrs. Cartwright reported that the Personnel Committee has almost finalized the job description for the upcoming Library Director search. They also presented a draft timeline for that search that is also close to final. Mrs. Lipcon noted that under the timeline, Trustees should expect to need to be available for key votes at the end of summer.

**The Meeting Was Adjourned at 10:28 a.m.**

## **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, March 30, 2016
2. Minutes of Meeting, February 17, 2016
3. "Wayland Free Public Library Usage Statistics [FY 2011-FY2016]"
4. "Proposed time line for Director Search," DRAFT [circa March 30]
5. Tear sheets with product descriptions from Amazon.com for "Outdoor 3 piece Bistro Set" and "RED Bistro Set," both printed March 16, 2016
6. Massachusetts Board of Library Commissioners publication "State Funding Cuts Are Putting Library Resource Sharing at Risk."

## **Next Meeting(s)**

- Wednesday, April 6, 2016, Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, April 6, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Lynne Lipcon, Suzanne Woodruff **Absent:** Thaddeus Thompson

**Call to Order:** 8:13 a.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes; there were no other visitors. Mrs. Gennis congratulated Mrs. Heller and Mark Peter Hughes on their election to the Board of Library Trustees at the Town Election held on April 4, 2016. Mrs. Heller is a returning Trustee. Mr. Hughes will begin his service after being sworn in, soon after the completion of 2016 Annual Town Meeting.

**Minutes of Previous Meeting(s)**

Minutes for February 17, 2016, which were previously approved, will have to be revisited at a later meeting as Trustees inadvertently approved a draft version of the minutes. There were no new minutes available for vote at this meeting.

**Schedule of Future Meetings**

Trustees scheduled meetings through the end of the Fiscal Year as listed at the end of these minutes.

**Financial, Statistical, and Director's Reports**

These monthly reports will be discussed at the next, regular, meeting.

**Warrant Articles for Annual Town Meeting**

Mrs. Gennis and Mrs. Heller reported that a recent interview with the Wayland Weekly Buzz about the Library Planning and Design Study went well. Mrs. Gennis is now finalizing her podium presentations for the three articles (Articles 17, 18, and 19) the Trustees are offering at the upcoming Town Meeting. Anna Meliones, a member of the Recreation Commission, will also speak to Article 17, a land transfer article concerning parcels near the former Highway Garage, as the Recreation Commission is co-sponsoring that article. Altogether the talks are allowed only 7 minutes, Mrs. Gennis will ask the Moderator whether they may be allowed an extra minute.

**As for Articles 17 and 18,** the land transfer articles, Mrs. Gennis said she will stress three things: (1) that the Trustees will ask for a transfer of land *if and only if* a location on one of these parcels is identified as a building site in an application for a state library construction grant; (2) that the Trustees will request control of *only that portion of the property* needed for a new library building and its "adjacencies" and identified as such in the state library construction grant application; and (3) that any land transfer would be contingent on the award of a state library construction grant.

**As for Article 19,** requesting flow capacity which will allow a wastewater connection for the current Library building, Mrs. Gennis will address only the need to free up more buildable land at 5 Concord

Road (by retiring and excavating the septic system); questions about wastewater capacity, fees, and so on will be directed to the Wastewater Management District Commission (WMDC). Mrs. Gennis and Mrs. Knight have confirmed that the WMDC has a member willing to speak to any technical or cost concerns. Trustees reviewed other likely questions and concerns, and were satisfied that the cases for all three articles are sound and that the Board is well prepared for Town Meeting.

### **Library Planning and Design Study**

Mrs. Gennis announced that the Town has come to terms with the architectural firm selected for the Library Planning and Design Study, Tappé Architects, of Boston, and that contract language has been agreed upon. Mrs. Woodruff, one of the Library's two representatives to the Permanent Municipal Building Committee (PMBC), will follow up with Ben Keefe, the Town's Public Buildings Director. Once the contract is signed, the Architect will meet with the PMBC, including the two members for the Library project, and with what the Trustees anticipate to be several interested members of the Library Trustees and the Library Planning Committee. Mrs. Knight, Mrs. Gennis, and several members of the Library Planning Committee (LPC) have already expressed an interest in attending PMBC meetings during the course of the Planning and Design Study.

Mrs. Knight and Mrs. Gennis noted that Rosemary Waltos, the Library Building Consultant at the Massachusetts Board of Library Commissioners (MBLC), has advised them that the MBLC expects the Library Director to be a voting member on any town building committee in charge of a state-supported library construction project. This is currently not the case in Wayland, and the PMBC is unwilling to increase the number of Library representatives to three from the current two (Mrs. Woodruff, Trustee, and Thom White, from the LPC). Perhaps the state representative should contact the PMBC. Or perhaps one of the current Library representatives should resign so Mrs. Knight can sit on the committee. Trustees agreed to take up this issue after the Town Meeting votes.

### **Legal Opinion Concerning Current Library Site**

Trustees reviewed an opinion recently received from Town Counsel about whether there might be legal restrictions on the use of the Library's site at 5 Concord Road. He specifically reviewed whether the parcel and/or building might be constrained under the will of Warren Gould Roby (d. 1897), subsequent deeds of land from his estate and from other parties, various Town Meeting votes, and Town zoning by-laws. Town Counsel felt he could not opine with a high degree of certainty one way or the other. He advised the Trustees to seek a judicial declaration about any use restrictions in the event the Town decides to change the use of the site; such a declaration might address the argument that the use of the land for Town Library purposes has become impracticable. Mrs. Gennis pointed out that the Trustees might seek the opinion of special counsel on this matter before seeking a judicial decision.

Trustees took the matter under advisement, awaiting the outcome of the Library Planning and Design Study.

### **Communication with Other Town Boards about Library Issues**

Trustees reported on other Town board meetings they had attended and on expressions of support for the Library's warrant articles and Library Planning and Design Study. So far, expressions of support have come from the Board of Selectmen (Articles 17, 18, 19); the Finance Committee (Articles 17, 18, 19); the Library Planning Committee (Articles 17, 18, 19); the Wayland Real Asset Planning Committee (Articles 17, 18); and the Recreation Commission (Article 17). The Council on Aging/Community Center Advisory Committee will vote whether and how to support the Library at its meeting on April 6. The Planning

Board is believed to support all three articles as well.

Mrs. Woodruff reported that the Board of Public Works voted at a recent meeting to transfer its parcel at 207 Main Street to the School Department. The transfer is subject to certain restrictions on snow storage, planting, and fertilization as set forth in a document dated March 8, 2006. Mrs. Woodruff's understanding is that the authorization to transfer the parcel was voted at a Town Meeting in 1968 but was apparently not executed until now; or perhaps the record of an earlier transfer was lost. Mrs. Woodruff also reported that it seems drainage mitigation work at the Library, to be accomplished under a Massachusetts Emergency Management Agency grant, is moving into the permitting process.

### **Long-Range Plan**

Mrs. Knight reported on a productive meeting between the Library's Long-Range Plan consultant, Chuck Flaherty, and Library staff. Mr. Flaherty is now working to create three or four overarching Goals and Objectives for the Plan. One goal will reflect an interest that was repeatedly expressed in a series of recent public meetings in more "community engagement" at the Library (e.g., through programming and through events responding to community ideas, issues, and concerns). The other goals and objectives are still in development. Once these are articulated, the Library staff will work on a list of Activities to achieve them. Mr. Flaherty expects to have the Goals and Objectives completed in April and the Activities in May, with a draft of the completed Long-Range Plan to the Trustees in June.

### **Library Food Policy**

Mrs. Knight asked Trustees for their thoughts about whether to issue an official food policy for the Library, noting that problems with odors and spillage sometimes arise when patrons bring food or drinks in the Library. Food and drink are not currently prohibited at the Library, although alcoholic beverages are prohibited. Trustees agreed that the Library's chief concern in this area should be to encourage Library use, ease of use, and enjoyment; seeing no need for an official policy, they encouraged the staff to use their own common sense and good judgment in matters of food and drink at the Library.

### **Director Search**

Mrs. Lipcon and Mrs. Cartwright presented a close-to-final job description for the position of Library Director recently developed by them (representing the Trustees) and the Personnel Board and Human Resources Director John Senchyshyn (representing the Town). The job description was developed in advance of a wide search, perhaps nationwide, for a Director to succeed Mrs. Knight, who will retire in the fall. The position will be advertised in June, so a search committee will need to be formed soon. The salary range for this position is currently listed as N10 on the Non-Union salary scale. Mrs. Knight will assemble some information from comparable towns to supplement salary research already undertaken by Mrs. Cartwright and Mrs. Lipcon.

### **Trustees Concerns and Other Topics Not Reasonably Anticipated Before the Meeting**

Mrs. Knight reported that despite efforts to save them, the boxwoods along the path from the parking lot are seemingly dead and may need to be removed. Permission will be sought from the Friends of the Library, who donated the plants and have maintained them over the years. Mrs. Knight will ask the President of the Friends, Sara Hubbell, if she would like to come to a Trustees' meeting to discuss any new plantings or maintenance measures.

Mrs. Knight reported that the recent Authors' Fair was very successful both for the authors and for the

public. She thought there might be interest in a separate Children's Authors Fair in the future. Mrs. Gennis added that several authors commented to her that a Children's Authors Fair would be well received noting that there were several authors and an illustrator of children's books present already.

Finally, Mrs. Knight noted that she is meeting soon with the "Great Presenters" program organizers about next year's series. She asked whether Trustees want the program to go forward under the new Library Director, noting that it takes a fair amount of the Director's time as well as a once-monthly evening commitment. Trustees agreed to another year of programming, with future plans to be determined by the new Director.

**The Meeting Was Adjourned at 10:19 a.m.**

**Documents for This Meeting**

1. Agenda for Meeting, Wednesday, April 6, 2016
2. Letter from Mark J. Lanza, Attorney At Law, to Aida Gennis, Chair, Board of Library Trustees, captioned "Re: Town Library Site Use Restrictions," March 30, 2016
3. "Town of Wayland Position Description: Library Director," March 21, 2016

**Next Meeting(s)**

- Wednesday, April 20, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, May 4, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, May 18, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 1, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 15, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 29, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Tuesday, April 11, 2016  
Wayland High School Field House**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Anne Heller, Lynne Lipcon, Suzanne Woodruff **Absent:** Sally Cartwright, Thaddeus Thompson

**Call to Order:** 6:50 p.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Votes on Article at Town Meeting**

Trustees congratulated Mrs. Gennis on her podium presentations for the three articles sponsored by the Board of Library Trustees at Town Meeting on April 10, 2016. The three articles passed by large margin votes, as follows: Articles 17, 213-29; Article 18, 225-27; Article 19, 254-13.

**Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of the Meeting**

Citing the special expertise that architect Thom White brings to the Permanent Municipal Building Committee's Library Project and the importance of having a place on the Board for the current Library Director and her successor come fall, Mrs. Woodruff announced that she would resign her own seat on the Permanent Municipal Building Committee (PMBC) in favor of Mrs. Knight, the Library Director. Trustees commended Mrs. Woodruff for her service and thanked her for offering the resignation so the Library could meet the expectations of the Massachusetts Public Library Construction Program and put the Library's Planning and Design Study in good order.

On a motion by Mrs. Heller, seconded by Mrs. Lipcon, Trustees voted unanimously (4-0) to approve Mrs. Woodruff's resignation from the Permanent Municipal Building Committee. Then, on a motion by Mrs. Woodruff, seconded by Mrs. Lipcon, Trustees voted unanimously (4-0) both to recommend that the Board of Selectmen accept Mrs. Woodruff's resignation and to nominate Mrs. Knight to the Board of Selectmen so they might appoint her to serve on the Permanent Municipal Building Committee in Mrs. Woodruff's stead. Mrs. Gennis will notify the Selectmen of these decisions.

Trustees expressed the hope that Mrs. Woodruff would remain involved in the Library design project as it moves forward. Trustees anticipate that an advisory group may be formed to support the PMBC and the Design Team in its Library project work. Mrs. Gennis is working with Tom Fay, chair of the Library Planning Committee, to get such a group off the ground. Mrs. Gennis suggested that such a group might have up to 9 members, and the Trustees agreed. Mrs. Gennis will approach some likely candidates, with a special appeal to residents with young families, and discuss the matter further with the PMBC.

With the articles passed, the architect's contract ready to sign, and the composition of the PMBC for the Library project finalized, Mrs. Gennis expressed satisfaction with the progress of the Library Planning and Design Study and said, "Now, let the architect do his work!"

**The Meeting Was Adjourned at 7 p.m. as Town Meeting was convened.**

**Documents for This Meeting**

There were no documents for this meeting.

**Next Meeting(s)**

• Wednesday	April 20	8 a.m.	Raytheon Room, Wayland Free Public Library
• Wednesday	May 4	8 a.m.	Raytheon Room, Wayland Free Public Library
• Wednesday	May 18	8 a.m.	Raytheon Room, Wayland Free Public Library
• Wednesday	June 1	8 a.m.	Raytheon Room, Wayland Free Public Library
• Wednesday	June 15	8 a.m.	Raytheon Room, Wayland Free Public Library
• Wednesday	June 29	8 a.m.	Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, April 20, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** None

**Call to Order:** 8:10 a.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors. Mrs. Gennis welcomed new Trustee Mark Peter Hughes to the Board and congratulated Mrs. Heller on her reelection. There was no other public comment.

**Minutes of Previous Meeting(s)**

There were no minutes available for approval at this meeting.

**Schedule of Future Meetings**

Mrs. Gennis announced that the Board will continue to meet twice a month, generally on the first and third Wednesdays, for the duration of the Library Planning and Design Study.

**Financial and Statistical Reports**

The March Circulation Report showed an increase in circulation over recent months. The March Statistics "Dashboard" data showed a 17% increase in Library visits since 2011, a fourfold rise in children's program attendance over the same period, 400 hours of Internet and Office usage in March, and other interesting statistics. Library Assistant Director Sandy Raymond continues to refine this new statistics reporting system. Financial reports will be made available at a future meeting.

**Director Search**

Trustees reviewed another close-to-final job posting for the position of Library Director and suggested some changes. In particular they recommended including a phrase to the effect that the Library is currently conducting a Planning and Design Study and may apply for a grant from the Massachusetts Public Library Construction Program for a new or expanded Library. The job will be posted on or about June 8 with an application deadline of July 15.

Mrs. Lipcon explained the selection process. After checking that all applicants meet the minimum requirements, John Senchyshyn, the Town's Human Resources Director, will forward the qualifying applications to a Screening Committee, organized by the Trustees, which will review all the applicants and present three to five candidates to a Selection Committee, composed of all the Trustees and others of their choosing, for interviews and final selection. Mr. Senchyshyn (or his representative) will attend all face-to-face interviews. Mrs. Knight pointed out that a deep pool of applicants might require two rounds of interviews to winnow the field. The final interview round will likely take place between August 31 and September 5.

Trustees discussed the composition of the Screening Committee and suggested that it might include two or three Trustees, a staff member, a Friend of the Library, and a member of the Library Planning Committee. Mrs. Lipcon, Mrs. Cartwright, and Mr. Hughes volunteered to serve. Mrs. Knight recommended that the staff choose its own representative; Mrs. Lipcon will ask Mrs. Raymond, the Assistant Director, to organize that selection. Mrs. Lipcon will also approach other likely candidates.

### **Recap of Annual Town Meeting**

Mrs. Heller congratulated Mrs. Gennis and all those who worked to get the Library's three warrant articles passed at Town Meeting.

### **Library Planning and Design Study**

Mrs. Gennis reported that a contract has been signed with the architectural firm selected for the Library Planning and Design Study, Tappé Architects, of Boston, and that the Permanent Municipal Building Committee (PMBC) is now discussing the work schedule and familiarizing itself with the requirements of the Massachusetts Public Library Construction program. Mrs. Knight confirmed that she has been appointed by the Board of Selectmen to serve on the PMBC for the duration of the Library project, replacing Mrs. Woodruff, who resigned her seat earlier in the month so that the Director could serve in that role, as the Massachusetts Board of Library Commissioners suggests.

Mrs. Gennis noted that while Article 22, sponsored by the Recreation Commission, failed to pass at Town Meeting, the Architect will take the Commissioners' interest in siting playing fields at the former Highway Garage site into account as he considers that site for a Library; similarly, the Architect will follow developments in the Wayland Real Asset Planning Committee closely.

Mrs. Gennis reported that the Architect will seek input from the Trustees and the Library Planning Committee as it develops a matrix to help evaluate sites under consideration for Library expansion. Mrs. Knight will seek examples of matrices used in other library building projects for reference. Trustees continue to explore ways to involve members of the Board of Trustees and the Library Planning Committee in the work of the PMBC on the Library Planning and Design Study.

### **Communication with Other Town Boards about Library Issues**

Trustees reported on other Town board meetings they had recently attended, and said that no decisions were made that affect the Library. Several boards have inquired about when the Trustees will know which site might be proposed for Library expansion. Mrs. Gennis said that if the decision is made to go forward with a Massachusetts Public Library Construction project, a site must be chosen no later than October, when the Letter of Intent to apply for a state grant is due.

Mrs. Gennis reported that questions have arisen among several groups in town, including the Historical Society, the Historical Commission, and the Historic District Commission, about whether it would be appropriate and feasible to relocate the Freight Shed at 1 Concord Road to another location on that parcel to provide better parking for the current Library building, the coming Rail Trail, and the Grout-Heard House Museum. While interested in the discussion, the Trustees took no position on this idea.

### **Long-Range Plan**

Mrs. Knight reported that the Long-Range Plan group is currently discussing Objectives and Goals.

### **Topics Not Reasonably Anticipated 48 Hours Before the Meeting**

On a motion by Mrs. Woodruff, seconded by Mr. Hughes, Trustees voted to accept a recent gift to the Library of \$500 and to apply it to the Millennium Fund.

**The Meeting Was Adjourned at 10 a.m.**

**Documents for This Meeting**

1. Agenda for Meeting, Wednesday, April 20, 2016
2. March 2016 Circulation Report
3. "Monthly Statistics Dashboard: March 2016 data"
4. Draft job description for the position of Library Director, Town of Wayland

**Next Meeting(s)**

- Wednesday, May 4, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, May 18, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 1, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 15, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 29, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, May 4, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** None

**Call to Order:** 8:05 a.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

After making several small corrections, Trustees approved the minutes of February 17, March 17, March 30, April 6, April 11, and April 20, 2016 unanimously.

**Financial and Statistical Reports**

The monthly financial and circulation reports will be available at the Trustees next regularly scheduled meeting on May 18, along with the monthly Director's Report.

**Director Search**

There was nothing new to report about the search for a new director to replace Mrs. Knight, who is retiring in October. The job is still expected to be posted in June.

**Communication with Other Town Boards about Library Issues**

Trustees reported on other Town board meetings they had recently attended, and said that no decisions were made that directly affect the Library. Of interest, however, are the upcoming public forums to consider the Town's Open Space Plan (May 4, cohosted by the Recreation Commission and the Conservation Commission) and to present the initial findings of the Wayland Real Asset Planning Committee (May 11 [Mrs. Heller will attend] and May 16 [Mrs. Woodruff and Mrs. Lipcon will attend]). It was noted that the Permanent Municipal Building Committee (PMBC), which oversees the Library Planning and Design Study, is now down one member after the resignation of Doug Goddard, and that Joe Nolan continues to serve as the Board of Selectmen's liaison to the Library. Mrs. Gennis will follow up with Mr. Nolan, perhaps inviting him to the Board's upcoming Community Visioning Forums.

Mrs. Gennis reported that Town department heads have been asked if they have any information or reports that might be of interest to Tappé Architects, the Design Team for the Library Planning and Design Study. The Recreation Commission has responded with some information about its interest in siting one or more fields at the 193/195/207 Main Street site. Mrs. Gennis reported that the School Committee has determined that it requires 0.7 acres for bus parking and dispatch; the Main Street parcel (4.7 combined acres) has sometimes been proposed for that use as well. Other Town boards will be contacted again as the idea is to gather as much potentially relevant information for the Design Team as possible and let the team determine what is useful.

**Concerning Zoning Board requirements at the current Library site at 5 Concord Road, Mrs. Gennis reported that the parcel is in the Town's Aquifer Protection District, which might present some constraints on a buildout there, e.g. in the choice of paving materials. She also noted that it is unclear whether the Town's designation of 1 Concord Road as a parking area for the Library includes the area behind the Freight Shed.**

Summarizing recent meetings of the **Board of Public Works (BPW)**, Mrs. Woodruff reported that the Town is hastening to provide required information to Tighe & Bond, the engineers working on drainage mitigation at the Library, in advance of a deadline from the funding grantor, the Massachusetts Emergency Management Agency. The drainage work will address conditions that contributed to a major flood at the Library in Spring 2010. A different, longer-range drainage plan, proposed by a member of the BPW, could be under consideration for later implementation. Trustees agreed that it is imperative that the drainage mitigation work be done well and with foresight, no matter what decision is made about locating a library building on this site.

### **Library Planning and Design Study**

Mrs. Knight reported that the team from Tappé did a walk-through of the building and site at 5 Concord Road on May 3 before heading out to see the other two sites under consideration for a Library building. The team is currently developing a matrix of site characteristics to help focus attention on the strengths and weaknesses of each of the three sites. The Library Planning Committee has already discussed a draft matrix, and Mrs. Knight will send a sample matrix to the Trustees for review.

The Board of Trustees and the Library Planning Committee will hold two Community Visioning Forums at which members of the public can meet the Design Team from Tappé and offer input on what they would like to see in a new or expanded library building. The two forums, which are expected to have the same format and agenda, will be held on Tuesday, May 17, and Wednesday, June 8, in the Raytheon Room, beginning at 7 p.m. Mrs. Gennis and Mrs. Jahnke are developing publicity for the events. A separate meeting with High School students will be held at a date to be determined.

Mrs. Gennis asked Trustees to attend the next meeting of the PMBC, which will focus on the Library project; the meeting is scheduled for Wednesday, May 18. Mrs. Knight's appointment to that committee is now being finalized.

After reviewing various potential legal issues at the three sites proposed for a Library expansion, Mrs. Gennis proposed that the Trustees request the help of outside counsel to identify all such issues and consider possible remedies. Mrs. Gennis argued that an outside review would bring needed special expertise to the Library Project, help determine the best possible site for expansion, and strengthen the Trustees' application for a Massachusetts Public Library Construction grant. Trustees agreed, adding that such a review would benefit not only the Library, which controls the site at 5 Concord Road, but also the Town as a whole as the other two sites under consideration for a library will likely be considered for other Town purposes in the future as well.

On a motion by Mrs. Lipcon, seconded by Mrs. Woodruff, Trustees voted unanimously (6-0) to request of the Board of Selectmen that the Town engage outside special legal counsel to investigate possible legal restrictions on uses of the parcels at 5 Concord Road, 193/195/207 Main Street, and 202 Old Connecticut Path—including but not limited to deed restrictions and zoning restrictions—that may arise in the course of the Library Planning and Design Study. Mrs. Gennis will present the request to the

Selectmen.

Mrs. Heller noted that communication about the Library Planning and Design Study is becoming more challenging now as Trustees and LPC members attend different board meetings. She proposed that all documents from all open meetings be collected in one place where Trustees can easily access them, and Trustees endorsed this plan.

### **Long-Range Plan**

Chuck Flaherty, the Library's consultant for the Long-Range Plan update, has presented a set of draft Goals and Objectives to the Library Planning Committee, which will offer its comments and revisions before sending the document on to the Trustees for approval.

### **Topics Not Reasonably Anticipated 48 Hours Before the Meeting**

Mrs. Knight reported that after receiving complaints from patrons she has had the lines repainted in the parking lot to better delineate the parking spaces. As neither the Library nor the Department of Public Works had money remaining in their budgets for this work, the \$375 cost was paid from State Aid.

Mrs. Heller reported that the semi-annual Library Book and Bake Sale held over the last weekend of April was a success, netting more than \$6,000 for the Friends of the Wayland Free Public Library. She expressed thanks to all who helped.

**The Meeting Was Adjourned at 9:55 a.m.**

### **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, May 4, 2016
2. Minutes of February 17, March 17, March 30, April 6, April 11, and April 20, 2016
3. Two fliers publicizing two Library Visioning Forums, May 17 and June 8, 2016, one titled "Meet Tappé Architects" and the other titled "MEET THE LIBRARY ARCHITECT!"
4. "Wayland Free Public Library: Proposal for Architectural Services," Tappé Architects, March 10, 2016 (digital distribution to Trustees)

### **Next Meeting(s)**

- Wednesday, May 18, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 1, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 15, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 29, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, May 18, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** None

**Call to Order:** 8:15 a.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes of the Trustees' meeting of May 4, 2016, were approved unanimously (6-0).

**Circulation, Financial, and Director's Reports**

After a dip in February, circulation has risen steadily to nearly 15,200 items in April. As the fiscal year comes to a close, the budget is on track with adequate funds to guarantee future deliveries of books already on order.

Mrs. Gennis explained to Mr. Hughes, the newly elected Trustee, the Trustees' practice of reviewing all Library bills and signing warrants on a weekly basis, the job falling to individual Trustees on a rotating basis. Though not required to do so in our municipality, the Trustees believe this practice helps fulfill the Board's fiduciary duties to the Library's building and funds. Trustees were assigned to upcoming bill-review periods as follows: the remainder of May and June, Mr. Hughes (Mrs. Woodruff will provide the training); July and August, Mrs. Gennis; September and October, Mrs. Heller.

Mrs. Woodruff reported on a meeting of the Wayland Trust Fund Commission on May 16 at which Bartholomew & Company, the Town's investment service, presented a historical overview of Town funds from the 18<sup>th</sup> century to present, along with a performance report for the period from July 2015 to April 2016, during which time the funds showed a 1.01% return in what was described as a "volatile market."

On a motion by Mrs. Lipcon seconded by Mr. Hughes, Trustees voted to accept a gift of \$500 from a former assistant director of the Library and to apply it to the Millennium Fund.

Mrs. Knight highlighted a section of her Director's Report concerning draining mitigation at the library, noting that the engineers are still pursuing permits from the Conservation Commission as a project deadline looms. The current project, which is being paid for with state and federal emergency management funds, addresses conditions for a 100-year flooding event like the one that occurred in Spring 2010. Remediation is expected in fall 2016. At a later date, the Town may pursue a second drainage solution, one that would address 25-year events, using Town funds.

**Election of Officers**

On a motion by Mrs. Woodruff, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to elect the following officers for Fiscal Year 2017: Aida Gennis, Chair; Sally Cartwright, Vice Chair, Lynne Lipcon,

Secretary. These are the same officers as are serving for Fiscal Year 2016. Trustees chose to approve this slate to ensure continuity as the Board undertakes its Library Planning and Design study and decides whether to apply for a grant from the Massachusetts Public Library Construction Program (MPLCP). Former Trustee and Friend of the Library Nan Jahnke will continue to take the Board's meeting minutes to allow Trustees to focus on that work.

### **Director Search**

Mrs. Lipcon reported that the search for a new library director is on track. Mrs. Knight reported that Sandy Raymond, the Library's assistant director, has asked to take vacation days from November 14-18, a period shortly after the new director is expected to assume his or her position. After discussion of how best to ensure good coverage and, on assurances from Mrs. Knight that other senior staff will be available to help with the new director's transition, Trustees agreed Mrs. Raymond could take the time off.

### **Library Planning and Design Study**

Mrs. Gennis reported that the Tappé architects are moving along through their schedule of site evaluations. She also reported that she will submit the Trustees' request for special legal counsel to investigate possible site constraints to the Board of Selectmen as early as May 18.

On a report that a member of the Library Planning Committee had resigned, and mindful of the difficulty of achieving a quorum for the 20-member board in summer, Trustees voted unanimously (6-0) to approve a reduction in the size of the committee to 18 members (Mrs. Gennis made the motion and Mrs. Lipcon seconded it). Mrs. Gennis will see that the necessary notifications are made to the Town to finalize the change.

Mrs. Gennis reported that the first of two Community Visioning Forums with the Design Team from Tappé Architects was held on May 17 and attracted about 30 people. A similar meeting with high school students will be held on May 27, and a second community-wide forum will be held June 8. Trustees discussed ways to engage busy families with young children, including devising a survey to distribute at Story Hours and at meetings of the Holistic Moms and Wayland Dads groups. Trustees also discussed ways to involve Town officials, including the Library's liaisons from the Board of Selectmen and Finance Committee.

### **Long-Range Plan**

Mrs. Knight reported that the Massachusetts Board of Library Commissioners (MBLC) expects that the need for a new Library facility, or expanded Library building, be squarely addressed in the most recent Long-Range Plan of any library applying for a grant from the MPLCP. Mrs. Lipcon advised that this information be made immediately available to the Library Planning Committee, which is guiding work on the new plan.

### **Communication with Other Town Boards about Library Issues**

Trustees reported on other Town board meetings they had recently attended and said that no decisions were made that directly affect the Library.

Of interest, however, is the Wayland Real Asset Planning Committee's continuing work to uncover synergies and redundancies in different departments' programs and space needs; its interest in the idea

of developing a campus-style community complex at 202 Connecticut Path; and its ongoing concern about what will become of the current library building at 5 Concord Road if the Library moves to a new location.

Mrs. Gennis reported that the Town Administrator has made inquiries to the MBLC on behalf of the Board of Selectmen about possible timetables and payments for a wastewater hookup for the current library building at 5 Concord Road; no answer has yet been received.

#### **Topics Not Reasonably Anticipated 48 Hours Before the Meeting**

Mrs. Cartwright announced that part-time Library staff member Rachel Sideman-Kurtz has expressed a willingness to take on much of the work of the **Wayland Reads** program going forward. Mrs. Cartwright will remain the Trustees' liaison to the popular program, which this summer will host a Wayland Reads Summer Book Selection: a new novel by Wayland author Juliette Fay titled "The Tumbling Turner Sisters."

**The Meeting Was Adjourned at 10:15 a.m.**

#### **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, May 18, 2016
2. Director's Report, May 2016
3. Minutes of May 4, 2016
4. Memorandum to Chairs of Library Trustee Boards, et al., from Dianne Carty, Director, Massachusetts Board of Library Commissioners, May 5, 2016, announcing an application round under the Massachusetts Public Library Construction Program, including Program Notice for the General Construction Grant, Letter of Intent Form for same, and Calendar for same
5. April Circulation Report
6. Monthly Statistics Dashboard, April 2016 data
7. "Wayland's Trust Funds Date Back to 1747," by Mike Patterson and Jay Evan, [February 25, 1994] [Draft?]

#### **Next Meeting(s)**

- Wednesday, June 1, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 15, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 29, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, July 20, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Board of Library Trustees  
Wayland Free Public Library**  
Minutes of Meeting Wednesday, June 1, 2016  
Raytheon Room, Wayland Free Public Library

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** None

**Call to Order:** 8:20 a.m.

**Visitors and Public Comment:** There were no visitors and no public comment.

**Approval of any prior meeting minutes:** There were none available.

**Reports, if available:** Monthly Financial, Statistical and Director's Report-No new reports since prior meeting. Ms. Knight shared yearly statistics highlighting Library services and use by Wayland residents- FY 2012-2016 that shows significant increase in program attendance and number of offerings for all ages.

**Discussion of next steps in Library Director search process**

Ms. Cartwright and Ms. Lipcon reported on recent meeting with John Senchyshyn and Katelyn O'Brien (HR). Our search team may include no more than 2 trustees. For the purpose of a search, 3 would constitute a quorum of trustees and require posting of all meetings. Ms. Cartwright and Ms. Lipcon will serve on the search team. Other potential members of the team are being approached. Members will be asked to serve on behalf of HR as this is a staff function. The trustees are clear that WPL staff input into the search process is critical to the success of the search. Ad will be posted June 8 on Simmons, MBL, any town-required sites, MLS Allregion listserv and local library networks listservs. Ms. Knight will ask consultant Chuck Flaherty if there are additional places we should consider posting. Salary range has been corrected to read \$77,493-\$101,108. Finalists will be given a writing assignment/task as part of final interview. Trustees will discuss specifics of this task next meeting.

**Discussion of the progress of the Library Planning and Design Study**

**Report from the Permanent Municipal Building Committee:** WPL was not on meeting agenda last night. 5/ 18 meeting: discussed survey, our forum and site investigation (the information they do have and concerns about 3 sites). They are awaiting topographical maps. Criteria suggestions for the site comparison matrix of LPC presented. Some concerns were expressed about former DPW site because of its earlier life as a dump. There were questions as to who is most capable of evaluating site for a building. Remediation monies is available through the grant process but may be capped at \$400k. Needs to figure into decision for applicability of site.

**Project Work accomplished to date and future work**

**Tappé Architects work schedule update:** Team meeting on June 8<sup>th</sup> and visioning session for public that evening

**Site investigations:** Can build something at 195 Main St.: Is it possible to build library and a full size playing field?

**Community forums—outreach to additional groups:** High School session held May 27—

8 students participated with architects. Students wanted natural light, strong wireless signal, lots of outlets, wood floors with area rugs, lots of reading nooks, even a suggestion for an aquarium. Students expressed a strong preference for paper over digital materials. Thanks to Lizzie Francis, WPL page, who brought friends to this. Ms. Woodruff picked up and delivered pizza from Liberty Pizza. Thanks to new owner, Sam Maksimous, who offered discount and voiced support for this. Ms. Woodruff will be reimbursed \$64 from the Draper Fund.

Bookmarks encouraging participation in library survey and attendance at one of the community/architect forums just arrived. Unfortunately, the survey has closed. Next forum is June 8.

#### **Follow up on request to Selectmen for special legal counsel**

Selectmen and Town Administrator Nan Balmer have agreed to consider our request at an upcoming Selectmen's Meeting for special legal counsel to take a look at documents that control 1 and 5 Concord Rd. and determine if there are any restrictions on use of these parcels. In addition to the information received from Town Counsel, we are looking for expert advice to see IF there is a restriction before we go to expense of court proceedings. There are attorneys who specialize in such issues. We have asked Nan for suggestions of firms and to determine the scope and cost. Date for this to be on their agenda has not yet been determined.

Trustees expressed interest in understanding issues that Weston encountered as they repurposed their historic library building. Ms. Lipcon will contact a Weston resident who was involved.

#### **Library Planning Committee update**

Judy Hoyer has resigned leaving 18 members. Ann will inform town clerk that Trustees are unanimous in their decision to reduce this to a committee of 18. Ms. Knight and Ms. Gennis reviewed both the charge and term of service. While there is a stated expected end date of June 2016, the charge states that the committee will oversee the process of the grant, which will run to Jan 2017. Ms. Knight will inform Town Clerk that the term of the charge extends through completion.

### **Communication with other Town Boards and the public on Library issues**

#### **Update on MEMA Library drainage mitigation project**

5/26 Con Comm. meeting – some concerns that the Notice of Intent (NOI) is a month behind. Tighe & Bond suggested the possibility of another extension which is of concern to the Trustees. The Massachusetts Board of Library Commissioners has informed us that they will be looking carefully for flood mitigation efforts on the current library site should it be the one chosen to use in a construction grant application. Therefore, it would behoove the Town to get this drainage project completed by the application deadline of January 2017. Tighe & Bond proposes to submit the NOI document to CON COM at the next meeting. The process does not include any review from the Library. It is unclear whether the Board of Public Works will review this NOI before it is submitted. We are at a critical point in this project. Ms. Woodruff will draft a memo to Board of Public Works re. WPL concerns about delay.

**Update on wastewater capacity purchase and future connection:** Nan Balmer contacted Rosemary Waltos to ask if this cost (\$56k) could be covered by our grant. If we don't purchase capacity now and submit it as an eligible cost, it could be considered. Potential question: Why did we go to town meeting for this? Needed to know that this building could have future use whether a library or not, needed to have confidence now that the architects

can use the land where the septic system is sited for any expansion plans, if needed. If WPL grant is turned down by MBLC, we still have town commitment to preserve usability of building. Having town commitment strengthens our grant. The town will most likely wait to incur these costs until we have more clarity about whether or not we will apply for a grant. Final costs of hook up are not clear to Ben Keefe. He plans to put into capital improvement plan for next year.

May 23 Selectman Meeting- It is expected that wastewater will be coming up at next meeting (June 6).

**Update on Library Long-Range Planning process:** Ms. Knight provided a preliminary Long Range Plan draft —“Not Even 1<sup>st</sup> ” draft in today’s packet: MBLC now requires a vision statement as well as a mission statement. We agreed that our mission statement actually contains a vision statement. First paragraph is Vision and second paragraph is Mission.

**Topics not reasonably anticipated by the chair 48 hour in advance of the meeting, if any**  
Former Wayland resident and recent Great Presenter Misha Chowdhury who would like to offer a musical evening of song next Friday at 8 pm has contacted Ms. Knight. He will be performing songs from a musical he has written which was accepted at NY Musical Theatre Festival. The Trustees welcome him. While solicitation of funds is not permissible, he may have flyers available about his musical production group and how folks can support them.

WRAP committee has expressed strong interest in write-ups to educate Wayland residents about all town lands.

**The Meeting Was Adjourned at 10:00 a.m.**

**Documents for This Meeting**

1. Agenda for Meeting, Wednesday, June 1, 2016
2. Mission Statement
3. (Not Even) Draft 1 of Long Range Plan

**Next Meeting(s)**

- Wednesday, June 15, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, June 29, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, July 20, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Lynne Lipcon

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, June 15, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** Sally Cartwright

**Call to Order:** 8:05 a.m.

**Visitors and Public Comment**

Assistant Library Director Sandy Raymond attended for a portion of the meeting to present information about furnishings. Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes of the meetings of May 18, 2016 and June 1, 2016 were approved unanimously (5-0).

**Circulation, Financial, and Director's Reports**

Circulation was down a bit in May at 14,252 items. Trustees agreed it is time to launch a new library card initiative, aimed especially at young families, as the number of cardholders is also down. Mrs. Knight proposed an outreach in September, which is National Library Card Month. Mrs. Knight's Director's Report highlighted recent exhibits and upcoming summer reading programs; she also reported that the boxwoods that had been killed by winter snow damage have been removed from the parking lot entrance. There were no financial reports available for this meeting.

**Director Search**

Mrs. Lipcon and Mrs. Cartwright reported that Kim Steere, Secretary of the Friends of the Wayland Free Public Library, has joined the search team for a new Library Director. Other town residents are now being invited to join the team as well, and a member of the Library staff will serve in a non-voting capacity.

**Long-Range Plan**

Mrs. Knight encouraged Trustees to review the first draft of the new Long-Range Plan in the next couple of weeks; the Library Planning Committee will be reviewing it at the same time. Mrs. Knight explained that the plan has been written with a broader brush than in past years, both because the Library will have a new Director come November who will have his or her own ideas, and because it is unclear whether there will be a building project in this time period.

**Library Furnishings**

Ms. Raymond presented an idea for reconfiguring and re-furnishing a space at the east end of the mezzanine where stacks were removed some time ago to allow seating for collaborative work (such as tutoring, small programs, and meetings). Ms. Raymond proposed a collection of six light tables, which can be "flipped" for storage along a wall, 10 rolling chairs, and a sound-muffling divider screen. As furnishings are not covered by the Town's operating budget for the Library, Ms. Raymond requested a disbursement from trust funds. On a motion by Mrs. Lipcon, seconded by Mr. Hughes, Trustees voted

unanimously (5-0) to allow \$3556.00 to be taken from the Draper Fund for such furnishings, as well as up to \$1,000 for shipping and delivery, as needed.

### **Library Planning and Design Study**

**Community Forums.** Mrs. Knight reported on the second community forum to discuss the three sites under consideration for Library expansion: 5 Concord Road, 207/195 Main Street, and 202 Old Connecticut Path. The forum was held on June 8 and attracted about 35 people. Among the issues raised were the presence of an old burn dump at the Main Street site as well as an outstanding Order of Conditions governing the swale on 207 Main Street. Mrs. Knight was pleased to be able to inform some participants that programs they would like to see at the Library are in fact already being offered. Trustees discussed how they might continue to reach out to community groups over the summer, especially to parents with young children, who are frequent Library users but seldom come out for community meetings.

**Library Program Requirements.** Mrs. Knight reported that the Design Team at Tappé Architects is currently reviewing the Library Program that was recently updated by library consultant Thomas Jewell in consultation with Library staff. Preliminary findings indicate that the space required for fiction holdings may be overestimated, but the space required for a community meeting room is probably underestimated. The current Library Program calls for a 31,329 square foot library for the town.

**Site Selection Matrix.** Mrs. Gennis reported that the Library Planning Committee continues its work developing a site selection matrix, an instrument that will allow the LPC and Trustees to quantify their evaluation of criteria for determining which of the three sites currently under consideration for Library expansion might be most suitable. Trustees weighed in on a current draft, suggesting that more attention be given to such things as costs of site development, ability to meet state grant and constructions timelines, the need to obtain permissions from other Town boards, and "public passion."

**Update on Request for Special Legal Counsel.** Mrs. Gennis and Mrs. Knight continue to work with Town Counsel Mark Lanza to determine whether there are any legal restrictions on the use of the current Library site at 5 Concord Road. Recently, the Board of Selectman accepted Mr. Lanza's recommendation that the Town engage special legal counsel to provide an opinion on the matter. At Mrs. Gennis's request, the Trustees voted to give Mrs. Gennis the authority to continue to work with Town Counsel to secure appropriate legal counsel to resolve issues of possible deed restrictions on the properties at both 1 Concord Road and 5 Concord Road (motion by Mr. Hughes, seconded by Mrs. Heller, 5-0).

### **Wastewater Update.**

Mrs. Gennis reported that Massachusetts Board of Library Commissions has indicated it will consider whether the \$56,000 cost of a hookup to the Town's wastewater system at 5 Concord Road might be an "eligible cost" for state reimbursement under a Massachusetts Public Library Construction grant.

### **Drainage Update**

Mrs. Woodruff reported that permitting for the project to mitigate drainage problems at the Library continues to move slowly through the Town boards that are involved.

**The Meeting Was Adjourned at 10:28 a.m.**

## **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, June 15, 2016
2. Director's Report, June 2016
3. Minutes of Meeting May 18, 2016
4. Minutes of Meeting June 1, 2016
5. Draft 1, Wayland Free Public Library, Long-Range Plan FY 21018-2020
6. May Circulation Report
7. Monthly Statistics Dashboard, May 2016 data
8. "Draft Criteria for WPLC Planning" and a Library Planning Committee working document being used to develop a "Site Selection Matrix" for the Library Planning and Design Study.
9. Packet of material documenting options for Library furnishings titled "Flexible study/conference area: Seating for up to 10 using 6 reconfigurable tables"

## **Next Meeting(s)**

- Wednesday, June 29, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, July 20, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, Friend of the Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, June 29, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes (left at 10:10), Lynne Lipcon, Suzanne Woodruff **Absent:** None

**Call to Order:** 8:10 a.m.

**Visitors and Public Comment**

Chris Blessen, of Tappé Architects, presented his firm's work to date for the Library Planning and Design Study. Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

No minutes were presented for approval at this meeting.

**Circulation, Financial, and Director's Reports**

As the fiscal year comes to a close, 98.94 percent of Town funds have been expended with small overages in the "Books & Materials" and "Training & Education" lines that are balanced by underspending in "Equipment Repairs & Maintenance," "Small Equipment," "Contractual Services," and "Supplies."

**Library Planning and Design Study**

Mr. Blessen presented the work done so far by Tappé Architects, the firm hired by the Town to prepare the Library Planning and Design Study. That work has included document review, site investigations, a review of the Library's most recent "program" (The Library Building Program, by Tom Jewell, an analysis of Library services, program goals, and space needs), two community meetings targeted to adults, one community meeting targeted to teens, a community survey, three proofs of concept (one for each of three possible sites for Library expansion), and meetings with various Town officials and committees, including the Permanent Municipal Building Committee and the Library Planning Committee. Work now focuses on developing a "site selection matrix" to assist in deciding which one, two, or three possible sites deserves fuller consideration.

**Three sites, three themes.** Mr. Blessen explained that the three sites under consideration for Library expansion offer three different themes for Library development, as follows:

- **5 Concord Road (current Library site)**  
Library + History, capitalizing on the site's 116-year history as a Library and its proximity to such historical resources as the Historic District, the Grout-Heard House Museum, the Depot, and the Freight Shed
- **195 and 207 Main Street (former DPW Building near the Middle School)**  
Library + Learning, capitalizing on adjacency to Middle School, proximity to a densely populated district within walking distance, senior housing, and a possible new community playing field, with an emphasis on lifelong learning

- **202 Old Connecticut Path (a former Paine Estate parcel south of Traditions, an undeveloped “greenfield” site)**  
**Library + Nature**, capitalizing on a wooded, river-view setting in an area that can support a “campus” of other Town services including, e.g., Council on Aging, community center, Town offices, et al.

**Site investigations and proofs of concept.** Mr. Blessen reported that the architects were able to produce a proof of concept for each of the three sites, i.e., a demonstration that 31,000 square feet of Library space could be accommodated on each site, though sometimes awkwardly or with significant constraints and deficiencies. Such constraints and deficiencies include, for example, (a) tight siting, wetlands issues, and insufficient parking at 5 Concord Road; (b) the existence of a former burn dump and a standing Order of Conditions surrounding an ecologically sensitive swale at the former DPW site; and (c) the cost of road building, clearing, and providing utilities to 202 Old Connecticut Path. In addition, all three sites would have to address issues arising from being located within aquifer protection zones.

Mr. Blessen presented several concept drawings showing how an expanded Library could be accommodated on each site. Interesting features of these concept drawings include an expansion over a covered parking deck in front of the Rotunda at 5 Concord Road; possible co-siting with a community playing field near the Middle School; and siting of a new Library on the highest elevation of the untouched Old Connecticut Path site, perhaps anchoring a future gathering of Town buildings there.

Trustees were interested to learn that all three sites had both promise and difficulties, giving the Trustees and the Permanent Municipal Building Committee (PMBC) some flexibility and critical information to help them decide which site(s) to pursue further.

Many questions arose, such as these:

- Mrs. Lipcon noted that the Massachusetts Board of Library Commissioners wants towns undertaking building projects to consider ways a current project might be expanded, if need be, in 20 years; she wondered if that board would also want to know that there will be sufficient parking over the long term (parking is an issue at two of the three sites).
- Mrs. Gennis asked whether relocating the Freight Shed to the front of the parcel at 1 Concord Road might free up space for more parking at the current Library site, as the current proof of concept for that site accommodates only about 60% of the spaces required. Alternatively, she wondered whether additional parking could be created at 5 Concord Road itself in some fashion.
- Mrs. Gennis wondered if the proposed community field at the Main Street site is too big for the site and might be scaled back since the proof of concept was not able to accommodate parking for the proposed field.
- Mrs. Knight asked whether road building and infrastructure for 202 Old Connecticut Path would have to be approved by Town Meeting, and if so, when.
- Several Trustees asked how much of any such infrastructure costs might be eligible for reimbursement under a state library construction grant.
- Questions were raised whether any future Town Meeting votes or regulatory actions might be needed to support expansion at any of the three sites.

These and other questions were noted for further investigation as the study goes on.

**The Site Selection Matrix.** Mr. Blessen introduced the “site selection matrix” that the architects are developing in collaboration with the Library Planning Committee (LPC) to help decide which site(s) to study further for possible Library expansion. The matrix helps match the needs of the project against the merits and drawbacks of the sites under consideration. It does this by identifying important criteria (like location, traffic, parking, size and shape of lot, architectural and historical significance, existing infrastructure, environmental considerations, and costs), assigning weighted values to those criteria, and then evaluating each site on those criteria using available information. The data are then presented in a side-by-side format comparing the suitability of the three sites. The use of a site selection matrix is considered good practice for evaluation of building projects and is strongly urged by the Town’s Permanent Municipal Building Committee.

Mr. Blessen is developing a worksheet to guide participants through the process of evaluating the criteria for the matrix. After discussion of whether Trustees and LPC members should complete the worksheets individually or as a group, it was decided that individual responses would give a better sense of the range of responses. Trustees and LPC members will work through the matrix criteria individually and without any consultation among themselves. Worksheets are due back to Mr. Blessen by Wednesday, July 6. The LPC and the Board of Trustees will discuss the results at a special combined meeting on Thursday, July 7, at 7 p.m., in the Raytheon Room.

**Concern about 5 Concord Road.** The purpose of the matrix exercise is to narrow the field of potential Library sites from three to two. The two selected sites will then enter a second, more in-depth round of investigations and design work later this summer; after consideration, one site may then be chosen as the site for possible Library expansion, with an application for a state construction grant to be prepared in the fall.

Looking ahead, Trustees considered some difficult eventualities. Most worrying was this question: *What if the evaluation of the three sites demonstrates that the current Library site at 5 Concord Road should not make the cut?*

Given the evident constraints and deficiencies of the site, 5 Concord Road is likely to score low in several key areas of the site selection matrix. And yet our current Library is beloved by many residents who treasure its architecture, history, small-town character, and location in the historic center of town. Moreover, the Trustees have stated that 5 Concord Road will be one of the two sites studied closely before selecting a possible site for expansion. The Town’s contract with Tappé specifies consideration of just two sites for concept designs and initial cost estimates. We do not have the funding, and probably not the time, to prepare concept drawings and initial cost estimates for all three sites.

So, what if 5 Concord Road is the clear third-place scorer? Should the Trustees keep 5 Concord Road in the running anyway, despite its difficulties and what could be a very difficult path to state funding? Would the Trustees be doing the Town a disservice by not considering the other two sites more seriously? Is there time to ask the Town for more money to do so?

Would building a better smaller building at 5 Concord Road be a “good enough” solution for the Library’s future needs? Or would it be just be building a “better bad building”? What if the cost of building a small expansion on Concord Road is higher than the cost of building a larger new building somewhere else? What if the proposed building on Concord Road does not meet the requirements for state funding? Would “staying put and doing nothing” be better than going forward on a new site? How

would such a solution be in the best interests of the Town in the long run? Where do the Trustees' responsibilities lie?

These and other knotty problems will occupy Trustees throughout the summer, and the Trustees' welcome all public comment.

### **Special Legal Counsel**

Mrs. Gennis reported that a candidate for special legal counsel has been identified who might be able to assist the Library in addressing possible deed restrictions on the property at 5 Concord Road. She and Mrs. Knight expect to speak with the candidate and Town Counsel before the end of the month. It is hoped that an evaluation by special legal counsel will be contracted for and completed before the site selection process is completed.

### **Director Search**

Mrs. Lipcon and Mrs. Cartwright reported that Kim Steele, Secretary of the Friends of the Library, and Neil Gordon, a member of the Library Planning Committee, have agreed to serve on the group being formed to evaluate candidates for Director of the Library after Mrs. Knight retires in the fall. Andrew Moore, our Reference Librarian, will represent the staff. Several applicants have come forward since the job was posted on June. The application deadline is July 15.

### **Long-Range Plan**

Trustees have reviewed the draft of the Long-Range Plan for FY2018-2020 prepared by the Library Planning Committee with help from consultant Chuck Flaherty. Mrs. Cartwright expressed the thoughts of the Board when she described the document as an enthusiastic, upbeat, matter-of-fact road-map that will assist our new Director in negotiating his or her transition and perhaps also shepherding a building project. After making several small changes and taking suggestions about census figures, an appendix, the tone of the introduction, and other matters, Trustees expressed satisfaction with the Plan pending comments and concerns from the LPC. Trustees will vote whether to approve the Plan at an upcoming meeting, probably in July.

### **Communication with Other Town Boards about Library Issues**

Mrs. Woodruff reported on a recent meeting of the Board of Public Works (BPW) at which there was discussion of the drainage project being conducted at the Library with funding from the Massachusetts Emergency Management Agency. She noted that one of the BPW members has recused himself from the discussion going forward as he is an abutter to the project. The Conservation Commission will be reviewing the drainage project at its meeting on June 30. It was unclear if the Town Administrator or any representatives of the Department of Public Works or Facilities Department would attend that meeting, but Mrs. Woodruff and Mrs. Gennis will attend on behalf of the Library Trustees.

**The Meeting Was Adjourned at 10:35 a.m.**

### **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, June 29, 2016
2. Financial Report, "Wayland Town Funds," 6/28/2016
3. Slide presentation prepared by Tappé Architects on work to date for the Library Planning and Design Study
4. Draft, Wayland Free Public Library, Long-Range Plan FY2018-2020

5. Draft, Site Selection Matrix, Version of June 27, 2016, for 5 Concord Road, 207-185 Maine Street, 202 Old Con. Path. Prepared by Tappé Architects

**Next Meeting(s)**

- Thursday, July 7, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, July 7, 7 p.m., Raytheon Room, Wayland Free Public Library (joint meeting with the Library Planning Committee)
- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, July 13, 7 p.m., a quorum of Trustees might attend the meeting of the Permanent Municipal Building Committee, Town Building
- Wednesday, July 20, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library, with thanks to Mrs. Cartwright, who took notes for the last 15 minutes of the meeting.

**Wayland Free Public Library**  
**Board of Library Trustees**  
**In Joint Meeting with the Library Planning Committee**  
**Minutes of Meeting Thursday, July 7, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present for the Board of Library Trustees:** Library Director Ann Knight, Trustees Aida Gennis, Anne Heller, Mark Peter Hughes, Lynne Lipcon (by phone because of geographical distance), Suzanne Woodruff **Absent:** Sally Cartwright

**Present for the Library Planning Committee:** Among the members present were Vicki LaFarge (Vice Chair, presiding), Lynne Cavanaugh (by phone because of geographical distance), Maureen Cavanaugh, Christine Cipriani, Aida Gennis (ex officio), Neil Gordon, Jen Gorke (by phone because of geographical distance), Anne Heller, Sarah Hubbell (taking the minutes for the LPC), Library Director Ann Knight (ex officio), Lynne Lipcon (by phone because of geographical distance), Daryl Mark, Tim Marsters, Assistant Library Director Sandra Raymond, Tom Fay, Chair (by phone because of geographical distance), and Thomas White (for the official list of attendees from the LPC, see the minutes of the Library Planning Committee)

**Present for Tappé Architects:** Chris Blessen, Principal; Jeff Hoover, Principal and Director of Library Design

**Present for Design Technique, Inc.:** John Sayre-Scibona, President, Project Manager for the Library Planning and Design Study

**Call to Order:** 7:10 p.m.

**Visitors and Public Comment**

There were four visitors including former Library Trustee Nan Jahnke, who took the minutes for the Board of Library Trustees; for the list of visitors, see the minutes of the Library Planning Committee. During the public comment period, one visitor expressed affection for the Library building at 5 Concord Road and asked that, whatever decision is made about a Library expression, the building not be left vacant for long. Another also expressed affection for the Library and appreciation for the work of the Trustees and LPC. Visitors also participated in the discussion as invited.

**Minutes of Previous Meeting(s)**

Minutes of the previous meeting of the Library Planning Committee were approved.

**Library Planning and Design Study: Site Selection Exercise**

Mr. Blessen and Mr. Hoover reviewed the site selection exercise that members of the Board of Library Trustees and members of the Library Planning Committee recently completed as part of the Library Planning and Design Study. They reported that 21 of the 23 members eligible to participate completed the exercise. The exercise used a custom-designed "Site Selection Matrix" to match the needs of a possible Library expansion project against the merits and drawbacks of three sites under consideration:

5 Concord Road (the site of the current Library), 207-195 Main Street (the site of the former Highway Garage near the Middle School), and 202 Old Connecticut Path (an undeveloped parcel that was formerly part of the Paine Estate).

The purpose of the exercise was to help the LPC and the Trustees winnow the field to **two sites** to investigate fully for possible Library expansion. Once finalized, the selected sites will be recommended to the Town's Permanent Municipal Building Committee for its approval, and the architects will begin to develop concept drawings and initial cost estimates for both sites. After review, **one site** may be chosen for more detailed consideration and possible presentation to the state for a construction grant from the Massachusetts Public Library Construction Program (MPLCP).

The design team led Trustees and committee members through the matrix item by item, reporting the preliminary scores, taking feedback, identifying anomalous findings, making changes, and tallying the final results. Among the factors receiving particular attention in the scoring review were architectural significance, environmental impacts, hazardous materials, aquifer protection, and existing infrastructure. Adjustments were made to the scoring in these categories as information came to light. A question about "prominent visual impact" was dropped altogether as participants had different understandings about what was being asked; the question will be reframed for the next round of site selection.

The final scores for the three sites as agreed at this meeting were:

	Raw Score	Rank
5 Concord Road	47.49	3
207-195 Main Street	78.26	1
202 Old Connecticut Path	67.42	2

Discussion then turned to the question of which sites to recommend to the PMBC and to the vexing problem of how to honor the Trustees' and the LPC's longtime commitment to look long and hard at the current Library site, 5 Concord Road, when it is the clear last-place finisher in a careful site-selection process. Should public affection for the current building carry the site into the final two as a political courtesy? Should 202 Connecticut Path, an undeveloped "greenfield site," be eliminated from consideration because of the high costs of providing infrastructure? Should the meeting recommend a closer look at all three sites before arriving at one? Would there be time and money for such a solution?

After much discussion, and with regard for the long-term potential of the site 202 Old Connecticut Path for municipal use, members of the meeting voted unanimously to recommend 5 Concord Road and 207-195 Main Street to the Permanent Municipal Building Committee as the two sites for further consideration for a possible Library expansion.

### **Long-Range Plan**

Discussion of the Library's new Long-Range Plan was postponed to another meeting for lack of time. In the meantime, Trustees and members of the LPC were urged to send their comments and concerns, if any, to Mrs. Knight by July 22.

**The Meeting Was Adjourned at 9.45 p.m.**

### **Documents for This Meeting that Concern the Board of Library Trustees**

1. Agenda for Library Planning Committee Meeting, Thursday, July 7, 2016
2. Draft, Site Selection Matrix, Version of June 27, 2016, for 5 Concord Road, 207-185 Main Street, 202 Old Con. Path, prepared by Tappé Architects, with scores from initial responses of members of the Board of Library Trustees and Library Planning Committee
3. A final Site Selection Matrix, with revised scores, was generated electronically at the meeting and presented to the participants and guests.

**Next Meeting of the Board of Library Trustees**

- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Thursday, July 7, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Anne Heller, Mark Peter Hughes, Suzanne Woodruff **Absent:** Sally Cartwright, Lynne Lipcon

**Call to Order:** 8:04 a.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

Minutes of June 29 were presented but not voted by Trustees as Mrs. Knight had not had time to review them.

**Special Legal Counsel**

Mrs. Gennis reported that she and Mrs. Knight met with Town Counsel Mark Lanza, who has identified a candidate for special legal counsel who might be able to assist the Library in addressing possible deed restrictions on the parcels at 1 and 5 Concord Road. The candidate has given a quote for the approximately 20 hours of work expected to be required. The Board of Selectmen has agreed in principle to contract for the needed legal services, but will need to vote on this particular contract at an upcoming meeting. Trustees expressed concern that the work be done quickly, as the special counsel's findings may affect the discussion of the selection of a site for possible Library expansion.

**Library Planning and Design Study: Site Selection Exercise**

Trustees discussed their experiences with the site selection exercise they had recently completed, along with the Library Planning Committee (LPC), as part of the Library Planning and Design Study. The exercise used a custom-designed "Site Selection Matrix" to match the needs of a possible Library expansion project against the merits and drawbacks of three sites under consideration: 5 Concord Road (the site of the current Library), 207-195 Main Street (the site of the former Highway Garage near the Middle School), and 202 Old Connecticut Path (an undeveloped parcel that was formerly part of the Paine Estate).

The purpose of the exercise is to help the LPC and the Trustees winnow the field to two sites to investigate more fully, as directed by Town Meeting last November. The results of the exercise are currently being compiled by the Study's Design Team, Tappé Architects, who will present their findings at a joint meeting of the Trustees and LPC on the evening of July 7. Once finalized, the selected sites will be referred to the Town's Permanent Municipal Building Committee for its approval, and the architects will begin to develop concept drawings and initial cost estimates for the two sites. After review, one site may be chosen for more detailed consideration and possible presentation to the state in an application for a construction grant from the Massachusetts Public Library Construction Program (MPLCP).

Trustees, who completed the Site Selection Worksheet individually (as did LPC members), noted that the exercise clarified their thinking about the three sites. They also pointed out areas of potential confusion or misunderstanding in the wording of the selection criteria and factors, especially as regards “visual prominence,” various technical criteria such as NHES and wetlands designations, and the determinants and weighting for “architectural significance.” Mrs. Gennis reminded Trustees that the Site Selection Matrix is a tool to inform the participants’ thinking and that any anomalous results and confusions will be addressed at the joint LPC/Trustees meeting on the evening of July 7, when participants consider the preliminary scores, which can be adjusted as the participants deem necessary.

Trustees then discussed two questions. First, after Mrs. Woodruff observed that some partisans of the building at 5 Concord Road are not interested in a full-scale Library expansion on that site but rather in a small renovation, Trustees discussed whether to put that option forward to the town for consideration at this time. They decided no, as the charge for the Library Planning and Design Study is to explore options that could be presented to the MPLCP for a state library construction grant, and such a project would not qualify. Of course, such a renovation could be investigated and undertaken at any time using Town funds, but as it is outside the scope of the study authorized at Town Meeting and ineligible for state funds, Trustees chose not to pursue it at this time.

Second, Trustees returned to the difficult question of what to do if 5 Concord Road emerges the third-place finisher in the site selection exercise. After completing the exercise individually, and accounting for the many constraints and deficiencies of the site, Trustees acknowledged that this outcome is not unlikely. And yet Trustees have long said that the current Library site would be one of two sites considered for expansion. Loath to go back on this assurance, but also reluctant to give short shrift to a more promising site, Trustees wondered if there might be a way to put all three sites in a fuller head-to-head comparison—with three concept drawings and three cost estimates—and then winnow the field directly from three sites to one. Would such a process contravene the expectation of Town Meeting, or would it expand the Town’s options? What would it cost in terms of design fees and time? If more costly, where would the required funds come from? Would continuing to study three sites just delay the inevitably painful cut, or would it buy time for more thoughtful consideration?

Mrs. Gennis said she would put these questions to the design team. While hoping that all three sites might be fully explored before selecting one site for possible expansion, Trustees agreed to wait for the presentation of the preliminary site selection results at the joint meeting of the Trustees and LPC (on the evening of July 7) and to make their decision at that time.

#### **Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of Meeting**

Mrs. Woodruff reported on the June 30 meeting of the Board of Public Works (BoPW) at which there was discussion of the drainage project being conducted at the Library with funding from the Massachusetts Emergency Management Agency (MEMA). She noted that, though a MEMA deadline is looming, much work still needs to be done before the project can go to bid. Unresolved issues include necessary approvals from the Conservation Commission, abutters’ concerns, wetland protections, and whether proposed remedies, designed to address a 25-year flooding event, are adequate. Mrs. Woodruff reported that the Department of Public Works has hired a peer reviewer to help evaluate ongoing work by the BoPW and its consulting engineers, Tighe & Bond. Trustees continue to express concern that the MEMA deadline be met so the drainage problems at the Library, well known since the spring flood of 2010, can be mitigated.

**The Meeting Was Adjourned at 10:21 a.m. for loss of quorum, with discussion of the Library Director Search and Long-Rang Plan postponed to a later meeting.**

#### **Documents for This Meeting**

1. Agenda for Meeting, Thursday, July 7, 2016
2. Minutes of Meeting June 29, 2016 [not brought to vote]
3. Draft, Site Selection Matrix, Version of June 27, 2016, for 5 Concord Road, 207-185 Main Street, 202 Old Con. Path. Prepared by Tappé Architects

#### **Next Meeting(s)**

- Thursday, July 7, 7 p.m., Raytheon Room, Wayland Free Public Library (joint meeting with the Library Planning Committee)
- Wednesday, July 13, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, July 13, 7 p.m., a quorum of Trustees might attend the meeting of the Permanent Municipal Building Committee, Town Building
- Wednesday, July 20, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, July 13, 2016**  
**Conference Rm 2, Town Building**

**Present:** Library Director Ann Knight, Trustees: Aida Gennis (chair, presiding), Anne Heller, Mark Peter Hughes, Suzanne Woodruff, Lynne Lipcon. **Absent:** Sally Cartwright.

**Call to Order:** 5:38 p.m.

**Visitors and Public Comment** There were no visitors and no public comment.

**Library Planning and Design Study Update** The site selection matrix form was submitted to the PMBC. At tonight's meeting, Library Planning Committee and PMBC member Tom White will speak to the process and architect Jeff Hoover will lead discussion of matrix, reviewing it line by line. The Trustees are confident about the effectiveness of the matrix. Several members of the public attended last week's LPC meeting and expressed appreciation for the time and work that went into site selection process. Trustees may prepare Q & A for July 26 Community Meeting (7 p.m., location TBD) where concept drawings will be presented by Tappe and for the July 27 joint LPC/Trustees meeting in the Raytheon Room. Tonight's PMBC meeting may bring to light some questions that we should be prepared to address. There was discussion of a request to expand the scope of work to develop concept drawings and costs for three sites, instead of two. Tappe said they have neither the time nor the staff to do so. There was a question about designing a smaller building at 5 Concord Road in order to remain at 5 Concord Road. Tappe noted that the Study is to determine how the Building Program can fit at the sites to be studied. Without the grant funding, the Town may get less than half of the program at 5 Concord Road while still paying the full cost of the Town's share of a grant. (A grant would pay about 45% of the construction costs and the Town would be responsible for 55%).

Ms. Gennis met with town council and proposed Special Legal Counsel. Mr. Lanza has requested funding from Town Administrator and approval from Selectmen to review possible deed restrictions associated with current library site ( 5 Concord Road and the town owned 1 Concord Road used for overflow parking). Both the scope of the job and the time sensitivity were reviewed. It is thought that the task could be completed in a couple of weeks.

Ms. Gennis will prepare a press release for the Community Meeting on July 26 and a letter to the editor for next week's Town Crier.

### **Update on Library Drainage Project**

At a recent Board of Public Works meeting, Tighe and Bond (T & B) presented a recap of the Conservation Committee meeting where they presented the design for the MEMA funded drainage project. They said it would be helpful to have more vocal support from those abutters who are in favor of the project proceeding. Town Council Lanza and Town Surveyor Alf Barry will be requested to do deed research to determine if there are any easements for the town over the neighboring properties. T & B will try to contact Verizon regarding the possible existence of an easement. Procurement of easements (both from Verizon and private owners) should not be a barrier to moving forward. Ms. Woodruff suggested drafting a strong letter of support that abutters could sign. Project could get approved with condition that swale be maintained. It was noted that the estimated costs of this project are so outdated that it may no longer be possible to accomplish the full scope of work. If the actual work is not completed, the cost of all the engineering studies will not likely be reimbursable by the MEMA grant.

Ms. Woodruff has done some preliminary investigation of what other towns have done to re-purpose historic library buildings and will continue with this investigation. Trustees are interested to know what might be possible with the current library building should a grant be applied for that is for the construction of a new library at a different parcel in town.

### **Update of Library Director search**

Applications are due by July 15. Currently seven applications have been received. The review team will begin actively reading the applications as soon as all are available after the deadline.

### **OverDrive Sole Source Procurement**

There was a unanimous vote to designate OverDrive as sole-source procurement.

There were no topics not reasonably anticipated 48 hours before the meeting.

Meeting suspended at 6:44 p.m. to attend the PMBC meeting.

Meeting reconvened at 9:10 p.m. and adjourned at 9:10 p.m.

Respectfully submitted by Lynne Lipcon.

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, July 20, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes (left at 10:25), Lynne Lipcon (left at 10:20), Suzanne Woodruff **Absent:** None

**Call to Order:** 8:10 a.m.

**Visitors and Public Comment**

Tim Marsters, Assistant Library Director Sandy Raymond, and Betty Salzberg, all members of the Library Planning Group, attended the meeting, as did Jeff Hoover, Principal, Tappé Architects, and John Sayre-Scibona, President, Design Technique, the Owner's Project Manager for the Library Planning and Design Study; all participated fully in the meeting. Former Trustee Nan Jahnke also attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes of Previous Meeting(s)**

The minutes of the meeting of June 29 were approved unanimously.

**Reports**

The June Financial and Circulation Reports were submitted to Trustees, along with the July Director's Report. The Library ended the fiscal year having spent 97.88% of allocated Town funds. Overages in the books, materials, and training lines were balanced by savings for equipment and equipment repair. Circulation totaled 240,598 items, up slightly over the previous fiscal year.

**Library Planning and Design Study: Site Selection**

Trustees reviewed some preliminary designs for Library expansion at 5 Concord Road and 207/195 Main Street presented by Mr. Hoover, representing the design team from Tappé Architects, for the Town's Library Planning and Design Study. The design team is working to create concept drawings and initial cost estimates for the two sites in advance of a community forum on July 26 and a meeting of the Trustees and the Library Planning Committee on July 27, when members of those bodies are expected to decide which site, if any, to recommend to the Permanent Municipal Building Committee (PMBC) for presentation in an application for a Massachusetts Public Library Construction grant, should one be submitted.

Mr. Hoover said the preliminary designs were guided by a suggestion that the architects take advantage of each site's unique characteristics and opportunities. For 5 Concord Road, for example, the team took special account of the current building's history and architectural significance, as well its prominence in the center of town. For 207/195 Main Street, on the other hand, the team looked to qualities of openness, light, air, and distant views; the opportunity for program flexibility; and possible synergies with the neighboring Middle School and other potential Town functions, such as a recreation field.

**Preliminary ideas for 5 Concord Road.** Mr. Hoover presented several initial ideas, all taking into account the constraints of the site (including its small size and setbacks, the wet area to the east, parking

difficulties, and the desire to alter little or none of the 1900 building). Among the ideas explored were building two new, two-story pavilions, one connected to each side of the historical building by an area of interior open space (this would involve demolishing the 1987 addition to the north, as well as encasing the Rotunda and bringing it into an open interior space); locating the Children's Room and Young Adult functions in the south pavilion, and Adult materials and meeting space in the north pavilion; locating administrative functions in the existing basement and perhaps on the second floor; creating some historically "referential" architectural details; and creating a covered parking area below the south pavilion as well as additional parking in a long line to the east extending behind the Freight Shed. Architectural difficulties still to be surmounted include minimizing the massing on the Rotunda side of the building; establishing open areas on the upper floor to assure views of the Rotunda; improving sightlines; locating meeting spaces close to parking; and maximizing the availability of flexible spaces. Mrs. Salzberg asked that ADA compliance at 5 Concord Road be given full consideration.

On a question from Trustees about the cost of expanding at 5 Concord Road, Mr. Hoover said the cost could be more--or less--than the cost to build a new library at 195 Main. On the one hand, there is less square footage to build at the Concord Road site as the 1900 building would be incorporated into the expansion; on the other hand; there is a lot of perimeter to contend with, parking development costs, and a restoration component. There would also be temporary location costs for the duration of construction. Mrs. Gennis pointed out that there will also be costs for a wastewater connection. The design team will be developing some initial costs estimates for the two sites in the next week.

**Preliminary ideas for 207/195 Main Street.** Mr. Hoover presented several ideas for a new library on the old DPW garage site, all siting the building toward the east side of the parcel nearest the Middle School. This siting was chosen for three reasons: (1) to avoid the area of the old burn dump, (2) to provide a connection to the young adults who come through this site daily during the school year, (3) and to allow room for development of other Town functions, perhaps including a playing field, on the remainder of the 6-acre site. Mr. Hoover considered two different orientations for a new building (with the main entrance facing west and the main entrance facing north), but no firm decision was reached on this matter. Among the ideas explored were building a two-story building, with a small basement, comprising two wings joined by a two-story open entrance area offering new books, checkout, and a café on the first floor; other functions arrayed on both first and second floors (including a dedicated Teen Room and Roof Garden); a landscaped entryway with a hardscape seating area; access from the Children's Room to outdoor play space; a drive-up drop-off area; and a direct connection from the Middle School to a separate library entrance over a crosswalk from the school's side parking/traffic lane.

Trustees spent considerable time discussing three things at the 207/195 Main Street site: (1) parking and entrance arrangements, (2) synergies with other possible Town uses of the site, for example, a playing field or school bus parking, and (3) how best to capture, contain, and direct the youthful energy this site offers while continuing to offer quiet and contemplative spaces for all. They also discussed how elements of the current library building at 5 Concord Road, like the columns and plaster frieze in the Rotunda, might be incorporated into a new library building on the Main Street site, and how the current library building might be repurposed for other Town uses.

**Revisiting the Site Selection Matrix.** Mrs. Knight circulated a draft of a new Site Selection Matrix that Trustees and members of the Library Planning Committee might use to help inform their decision about which of the two sites might be recommended to the PMBC for possible library expansion. The draft was based on the earlier Site Selection Matrix, used to evaluate the initial three sites, differing chiefly in the addition of a new column to record factors known to be of concern to the Massachusetts Board of

Library Commissioners as they review applications for state construction grants. Trustees reviewed the items with Mr. Hoover, consolidating some items and clarifying others. After discussion, on a motion by Mrs. Cartwright, seconded by Mrs. Heller, Trustees voted to authorize Mrs. Gennis to modify the matrix to better clarify and weight questions, if that is deemed necessary during upcoming discussions with the Study Team and the PMBC, and to forward the completed draft on to the Library Planning Committee for review and implementation; the vote was unanimous (4-0, Mrs. Lipcon and Mr. Hughes having left the meeting for previously scheduled appointments). Trustees requested that the design team also complete the matrix so the Board and LPC can have the benefit of Tappé's professional opinion.

### **Community Forum on Library Site Selection**

Mrs. Gennis reminded Trustees that there will be a Community Forum on Tuesday, July 26, at 7 p.m. in the Large Hearing Room in the Town Meeting at which Tappé's design team will present concept drawings and initial cost estimates for the two sites currently under consideration for library expansion.

### **Changes to the Library Planning Committee and Finance Committee**

Mrs. Gennis reported that Jen Gorce has resigned her position on the Library Planning Committee, effective July 19, 2016, in order to accept an appointment to the Finance Committee. As the committee is already quite large and its work is in the late stages, Trustees voted unanimously (6-0) not to make a new appointment, but rather to reduce the number of members of the Library Planning Committee from 18 to 17; Mrs. Lipcon made the motion and Mrs. Woodruff seconded. Mrs. Gennis noted that with the new fiscal year, Carol Martin has been assigned the role of liaison from the Finance Committee to the Library.

### **Special Legal Counsel**

Mrs. Gennis reported that the Board of Selectman has approved a contract and approved funds for the Town to engage a special legal counsel to address possible deed restrictions on the parcels at 1 and 5 Concord Road.

### **Library Drainage Project**

Mrs. Woodruff reported that the Town is perilously close to missing the opportunity to implement a drainage mitigation project at 5 Concord Road for which the Town received a grant from the Massachusetts Emergency Management Agency (MEMA). The grant was awarded after the library building on that site suffered extensive damage in the spring flood of 2010. A peer reviewer has reviewed the project, but questions remain. It is the Trustees' understanding that if the project is not completed by April 2017 the grant money may be forfeited. MEMA has already extended the deadline for completion once. The Trustees continued to express their dismay at the holdup, noting that the state is unlikely to fund a construction project at 5 Concord Road unless the known risk of flooding at that site has been addressed.

### **Library Director Search**

Mrs. Cartwright reported that nine candidates had submitted applications for the position of Library Director by the Town's July 15 deadline. A preliminary screening team is in place to review qualifying applications after they are forwarded from the Human Resources Director.

### **Long-Range Plan**

Discussion of the draft of the recently revised Long-Range Plan was postponed to a later meeting for lack of time and quorum.

### **Topics Not Reasonably Anticipated by the Chair 48 Hours in Advance of Meeting**

- **Pokémon GO.** After a member of the public expressed concern about a sign at the Library welcoming players of a popular augmented reality game called “Pokémon GO” to the Library, Trustees reviewed the game and agreed that the welcome sign was not inappropriate. On a motion by Mrs. Lipcon seconded by Mr. Hughes, Trustees voted unanimously to allow a welcome sign to remain on the Library door.

**The Meeting Was Adjourned at 11:25 a.m.**

### **Documents for This Meeting**

1. Agenda for Meeting, Wednesday, July 20, 2016
2. Director's Report July 2016
3. Minutes of Meeting June 29, 2016
4. Financial Reports, June 30, 2016
5. Circulation Report, June 2016
6. PowerPoint slide presentation of preliminary design sketches for library expansion at 5 Concord Road and 195 Main Street (hard copy available, dated July 20, 2016)
7. Draft, Site Selection Questions for 5 Concord Road and 207-195 Main Street, with Known MBLC Concerns, [July 19, 2016], prepared by Mrs. Knight and John Sayre-Scibona.

### **Next Meeting(s)**

- Tuesday, July 26, Community Forum on Library Site Selection, 7 p.m., Town Building Large Hearing Room (a quorum of Trustees may not be in attendance)
- Wednesday, July 27, 7 p.m., Raytheon Room, Wayland Free Public Library (meeting with the Library Planning Committee, a quorum of Trustees may not be in attendance)
- Tuesday, August 2, 5:45 p.m., Wayland Town Building; will include a meeting at 7 p.m. with the Permanent Municipal Building Committee
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes for Failed Meeting Tuesday, July 26, 2016**  
**Large Hearing Room, Town Building**

**Present:** Library Director Ann Knight, Trustees Aida Gennis, Sally Cartwright, Suzanne Woodruff **Absent:** Anne Heller, Mark Peter Hughes, Lynne Lipcon

**Failed Quorum.** The Board of Library Trustees was unable to meet before and after the Community Forum on site selection for a possible Library expansion, as posted, as it did not achieve a quorum of members. However three Trustees (Mrs. Gennis, Mrs. Cartwright, and Mrs. Woodruff) did attend the Community Forum, and Mrs. Gennis presented the speakers.

**Next Meeting(s)**

- Wednesday, July 27, 7 p.m., Raytheon Room, Wayland Free Public Library (meeting with the Library Planning Committee)
- Tuesday, August 2, 5:45 p.m., Wayland Town Building; will include a meeting at 7 p.m. with the Permanent Municipal Building Committee
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Failed Meeting Wednesday July 27, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis, Sally Cartwright

**Absent:** Trustees Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff

**Failed Quorum.** The Board of Library Trustees was unable to meet during and after the Library Planning Committee's meeting on July 27, 2016, as posted, as it did not achieve a quorum of members. However, two Trustees (Mrs. Gennis and Mrs. Cartwright) did attend the Library Planning Committee meeting as a quorum of that body was present and its meeting was held.

**Next Meeting(s)**

- Wednesday, August 2, 5:45 p.m., Wayland Town Building; will include a meeting at 7 p.m. with the Permanent Municipal Building Committee
- Wednesday, August 10, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 7, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)
- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library (tentative)

Respectfully submitted by Aida Gennis, Chair, Board of Library Trustees

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Tuesday, August 2, 2016  
Selectman's Hearing Room, Town Building  
Reconvened in School Committee Room, Town Building**

**Present:** Library Director Ann Knight, Trustees Aida Gennis, Sally Cartwright, Anne Heller, Lynne Lipcon (by phone, due to geographical distance), Suzanne Woodruff **Absent:** Mark Peter Hughes

**Call to Order:** 5:49 p.m.

**Visitors and Public Comment**

Town resident Gordon Cliff attended the meeting and spoke briefly on two subjects: the appropriate size for an addition at 5 Concord Road and the choice and display of bestsellers in the Library. Former Trustee Nan Jahnke also attended the meeting and took the minutes. There were no other visitors and no other public comment.

**Minutes of Previous Meeting(s)**

On a motion by Mrs. Cartwright, seconded by Mrs. Woodruff, the minutes of the following meetings were approved unanimously (5-0):

- Minutes of Meeting, Board of Library Trustees, Thursday, July 7, 2016
- Minutes of Joint Meeting, Board of Library Trustees and Library Planning Committee, Thursday, July 7, 2016
- Minutes of Meeting, Wednesday, July 20, 2016
- Minutes of Failed Meeting, Tuesday, July 26, 2016
- Minutes of Failed Meeting, Wednesday, July 27, 2016

**Library Planning and Design Study: Site Selection**

Mrs. Gennis reminded Trustees that the purpose of the meeting was to decide which of two sites the Board would recommend to the Permanent Municipal Building Committee (PMBC) for further study for possible Library expansion under guidelines of the Massachusetts Public Library Construction Program. The two sites are the current Library site at 5 Concord Road and a Town-owned parcel at 207/195 Main Street, near the Middle School.

Mrs. Gennis announced that the Library Planning Committee (LPC) had completed its site selection work and had arrived at its own conclusion. At a meeting July 27, the LPC voted unanimously to recommend to the Board of Library Trustees that the site at 207-195 Main Street be selected for further study. On a motion by Mrs. Cartwright, seconded by Mrs. Woodruff, Trustees voted unanimously (5-0, by roll call) to accept the recommendation of the Library Planning Committee, to thank them for their work, and to take that recommendation under advisement as the Trustees develop their own recommendation to the Permanent Municipal Building Committee.

Trustees then set about making their final decision, first reviewing a presentation that was given by Tappé Architects at a public forum held on July 26. The presentation compared the two sites and offered

concept designs for expansion at each of them. Trustees then turned their attention to the most recent version of the Library Site Selection Matrix, which was developed by the architects and the LPC to evaluate the two sites using a set of 24 questions to address five criteria: (1) location and traffic, (2) site and building characteristics, (3) permitting and other legal considerations, (4) cost of development and construction, and (5) suitability for submission for a grant from the Massachusetts Public Library Construction Program.

Trustees each filled out the matrix separately, then compiled their scores and arrived at average scores for each item, each criterion category, and in total. The results, which accorded closely with the results posted by the LPC for the same exercise, strongly favored the site at 207-195 Main Street. The results are as follows:

**Average Total Score on the Library Site Selection Matrix**  
(values converted to a 1-10 scale with 0 being unfavorable and 10 being favorable)

	<b>5 Concord Road</b>	<b>207-195 Main Street</b>
<b>LPC Matrix Results</b>	4.58	8.72
<b>Board of Trustees Matrix Results</b>	4.53	8.47

Trustees discussed these findings, reviewing each criterion in turn. Among the concerns at 5 Concord Road were the tight lot, limited parking, constricted driveway access, permitting issues, wastewater issues, and history of flooding. Several Trustees pointed out that any expansion big enough to satisfy program needs at this site would almost certainly compromise the architectural integrity of the lovely 1900 building, as well as the view of it from the street. Mrs. Knight pointed out that even a small addition at this site would have difficulty meeting the requirements of the Aquifer Protection District and would almost certainly fail to meet the requirements for a state library construction grant.

As for 207-195 Main Street, Trustees expressed concern about balancing the interests of the Library, the Recreation Department, and the School Department on the 6.7 acre site. There were also concerns about traffic during school hours and the location of the site outside the geographical center of town. On the other hand, Trustees noted that the site is in a densely-populated area of town, is in close proximity to four of the town's five schools, offers an opportunity to provide some green space, has no known legal encumbrances, and is sufficiently large to accommodate the Library program as well as parking and any future growth needs.

After reflection, on a motion by Mrs. Cartwright, seconded by Mrs. Woodruff, Trustees voted unanimously (5-0, by roll call) to recommend to the Permanent Municipal Building Committee that the site at 207-195 Main Street be selected for further study under the Library Planning and Design Study approved by voters at Town Meeting in November 2015. The Board's sixth Trustee, Mr. Hughes, who could not attend the meeting, sent a letter in support of the selection of 270/195 Main Street, which Mrs. Gennis summarized for Trustees.

#### **Recess**

At 6:51 p.m., Trustees voted to recess and reconvene at 7 p.m. the same evening in the School Committee Room, where they would attend the meeting of the Permanent Municipal Building Committee.

## **Meeting of the Permanent Municipal Building Committee**

Four Trustees (Mrs. Gennis, Mrs. Cartwright, Mrs. Heller, and Mrs. Woodruff) attended the meeting of the Permanent Municipal Building Committee (PMBC) but did not deliberate as a body. Mrs. Knight participated in that meeting as an appointed member of the PMBC for the duration of the Library Project, and Mrs. Gennis participated at the invitation of the PMBC. Tappé Architects also had representatives at the meeting.

At that meeting, the PMBC voted unanimously to accept the recommendation of the of the LPC and the Board of Library Trustees to go forward with a study of 207-195 Main street as a site for possible Library expansion and to develop a comprehensive proposal suitable for presentation in a grant application to the Massachusetts Public Library Construction Program.

The PMBC then offered guidance to the architects, the LPC, and the Trustees on how to go forward with the study. The architects were encouraged to look at the entire site, to consider relocating the main driveway, to design with minimal impact on abutters, to allow for some open space, and to design for growth or other uses after 20 years. The committee recommended a two-story height limit, stated that there should be no building over the site of the former burn dump, and said that parking on the upper level of the parcel near the west entrance of the Middle School (this portion of the site is currently under the jurisdiction of the School Committee) should not be included as a required element of any design. Trustees were encouraged to work with other Town bodies interested in the site (e.g., the School Committee and the Recreation Commission), and to keep the best interests of the town as a whole in mind. Details of the PMBC's guidance, as well as public comment, are contained in the meeting minutes of the PMBC.

After the PMBC meeting adjourned, at 9:20 p.m., the four Trustees met briefly but, the hour being late, took no action, postponing further consideration of the matter, as well as all remaining agenda items, to the Board's next meeting, on August 10.

**The Meeting Was Adjourned at 9:26 p.m.**

### **Documents for This Meeting**

- Agenda for Meeting, Board of Library Trustees, Tuesday, August 2, 2016
- Agenda for Meeting, Permanent Municipal Building Committee, Tuesday, August 2, 2016
- Minutes of Meeting, Board of Library Trustees, Thursday, July 7, 2016
- Minutes of Joint Meeting, Board of Library Trustees and Library Planning Committee, Thursday, July 7, 2016
- Minutes of Meeting, Wednesday, July 20, 2016
- Minutes of Failed Meeting, Tuesday, July 26, 2016
- Minutes of Failed Meeting, Wednesday, July 27, 2016
- Public comment from Gordon Cliff, 2 Highfields Road, August 2, 2016
- Table titled "Site Selection Questions," listing Criteria 1-5, with scores for 5 Concord Road and 207-195 Main Street as determined by the Library Planning Committee
- Table titled "Site Selection Questions," listing Criteria 1-5, with space available for scoring the sites at 5 Concord Road and 207-195 Main Street by the Board of Library Trustees
- Letter from Trustee Mark Peter Hughes in support of the selection of the site at 207/195 Main Street for further study for the Wayland Library Planning and Design Study, [August 2, 2016]

- Letter from Trustee Lynne Lipcon in support of the selection of the site at 207-195 Main Street for further study for the Wayland Library Planning and Design Study [August 2, 2016]

#### **Next Meetings, Tentative**

- Wednesday, August 10, 9:30 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, August 24, 9 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, August 31, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, September 14, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, September 28, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, August 10, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Trustees Sally Cartwright, Aida Gennis (chair, presiding), Anne Heller, Mark Hughes, Lynne Lipcon, Suzanne Woodruff.

**Call to Order:** 9:32 a.m.

**Public Comment**

There was no public comment.

**Minutes of Previous Meeting(s)**

Minutes of the last meeting (August 2, 2016) were not available and will be considered at a future meeting.

**Long Range Plan Discussion**

Mrs. Gennis distributed a timeline for the Massachusetts Public Library Construction Program and drew attention to the October 3, 2016, deadline for submission of the Library's new Long Range Plan. She asked the Trustees to comment on the plan that had been distributed earlier by Director Ann Knight. She reminded them that the plan was constructed with less specificity than in the past in order to allow the new library director the most flexibility in execution and adaptation. Mr. Hughes commented that he thought the plan was "fair and reasonable" but questioned the inclusion of the last paragraph of the appendix. After some discussion, it was agreed that the paragraph should be deleted and that the revised appendix be retained but not included in the document that will be sent to the Massachusetts Board of Library Commissioners (MBLC). Mrs. Lipcon made a motion to accept the Long Range Plan with the text changes discussed above and with the appendix removed in the MBLC copy. There was no discussion. Mr. Hughes seconded the motion; the motion was approved unanimously.

**Library Director Search Update**

Mrs. Lipcon reported that there were ten qualified applicants for the position of Library Director. The search team, which is made up of Sally Cartwright, Lynne Lipcon, Andy Moore, Neil Gordon, and Kim Steere, has narrowed the group to six individuals, who will participate in preliminary phone interviews in the next few days. Finalists will be invited for an in-person interview with Trustees and will meet informally with the library staff in September. Mrs. Knight's last day as Library Director will be Friday, October 28, 2016.

Mrs. Gennis suggested that it would be helpful for the Board and the new director to have a formal plan in place to insure that the director receives an annual performance evaluation. Mrs. Cartwright suggested that the MBLC might have some formats/questions that the Board can use.

### **Library Drainage Project Update**

No update was reported by Mrs. Woodruff, although Mrs. Gennis said that she believed the project was advancing.

### **Library Planning and Design Study Update**

Mrs. Gennis reported that she, Suzanne Woodruff, Tom Fay, and Christine Cipriani had met Alf Berry, Town Surveyor that morning at 207-195 Main Street. The purpose of the meeting was to walk around and better understand the site.

Mrs. Gennis also reported that she and Ann Knight will be meeting with representatives of the School Committee and the Recreation Committee next week to begin a discussion about intentions and needs and how the groups can work together on plans for the development of 207-195 Main Street.

Mrs. Gennis reminded the Trustees that they will be meeting with the Library Planning Committee and the architects from Tappe on Wednesday, August 24, to discuss design concepts for a library building on the proposed site (207-195 Main Street). Mrs. Cartwright asked if the architects had reviewed the design recommendation/preferences of the Library Planning Committee; Mrs. Gennis assured her that they had been included in the material given to the architects and the architects at the last LPC meeting had affirmed that they read the documents.

Mrs. Woodruff made a motion to adjourn, it was seconded by Mr. Hughes, and it was approved unanimously.

**The Meeting Was Adjourned at 10:45 a.m.**

### **Documents for This Meeting**

1. Agenda of Meeting Wednesday, August 10, 2016
2. Massachusetts Public Library Construction Program time-line

### **Next Meeting(s)**

Wednesday, August 24, 8 a.m., Raytheon Room, Wayland Library

Wednesday, August 24, 7 p.m., Raytheon Room, Wayland Library

Respectfully submitted by Anne Heller, Trustee

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, August 24, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Assistant Director Sandy Raymond; Trustees: Sally Cartwright, Aida Gennis (chair, presiding), Anne Heller, Mark Hughes, Lynne Lipcon, Suzanne Woodruff.

**Call to Order:** 9:13 a.m.

**Public Comment**

There was no public comment.

**Minutes of Previous Meeting(s)**

Minutes of the meeting held on July 13, 2016, were approved unanimously. Minutes of the meeting held on August 10, 2016, were changed to read, "Finalists [for the Library Director position] will be invited for an in-person interview with Trustees and will meet informally with the library staff in September." The amended minutes were approved unanimously.

**Reports**

The July Circulation Reports were submitted to the Trustees, along with the August Director's Report and the Monthly Statistics Dashboard for July, 2016. Mrs. Knight highlighted the increase in circulation for the month of July. A discussion followed about the data presented in the dashboard report, and the possible use of some of the graphics to inform the public about trends in library service and usage.

**Library Director Search Update**

Mrs. Lipcon reported that, after conducting phone interviews with six candidates, the selection team had narrowed the field to three finalists. After one candidate withdrew from consideration, the team interviewed two individuals and unanimously selected one candidate to be interviewed by the Trustees. The candidate will be invited to meet with the Trustees and a representative of the Town's Human Relations Office in September. The individual will also receive a tour of the library facility and meet informally with members of the staff at that time. Dates discussed include:

Thursday, September 15, 8 a.m., Wayland Library

Meeting of Trustees and candidate

Friday, September 16, 8 a.m., Wayland Library

Meeting of Trustees

**Library Drainage Project Update**

Mrs. Woodruff reported that she had recently contacted the representative of Tighe & Bond for an update and was waiting for a response.

**Massachusetts Public Library Construction Grant Program**

Mrs. Knight distributed a copy of the Massachusetts Board of Library Commissioners (MBLC) Letter of Intent, which is part of the library construction grant application process, and the grant calendar. The Trustees, the Library Planning Committee (LPC), and the architects of Tappé Associates will be meeting frequently in the next month and a half to complete the planning and design study that will be used by

the Trustees to determine whether they will recommend proceeding with a grant application. Dates discussed include:

Thursday, September 1, 7 p.m., Wayland Library	Meeting of the LPC with Tappé Associates
Tuesday, September 6, 7 p.m., Town Building	Meeting of the Permanent Municipal Building Committee (PMBC) and the Trustees
Wednesday, September 14, 9:30 a.m., Wayland Library	Meeting of the Trustees with Tappé Associates
Wednesday, September 21, 7 p.m., Town Building	Community Forum with Tappé Associates
Tuesday, September 27, 8 a.m., Wayland Library	Meeting of the LPC and Trustees
Tuesday, September 27, 7 p.m., Town Building	Meeting of the PMBC and the Trustees
Wednesday, October 5, 8 a.m., Wayland Library	Meeting of the Trustees

If the decision is made to apply for a library construction grant, the Trustees plan to go before the Board of Selectmen and Department of Public Works to ask for a vote to approve the transfer of land to the Board of Library Trustees for the project. The grant application requires a certified copy of the minutes as proof of possession of the land. Town Counsel Mark Lanza will be asked to draw up the motions if/when necessary.

### **Library Planning and Design Study Update**

Mrs. Gennis reported that she, Ann Knight, and the architects) met with representatives of the School Committee and the Recreation Committee to discuss the library project and how the groups can work together on plans for the development of 207-195 Main Street. Mrs. Gennis reported that the current plan situates the library building near Route 27 which will leave ample room for another municipal building or field on the site. She reminded the Trustees that the architects will present more details on the site and the proposed building at the Community Forum on September 21.

### **Town Budget**

The deadline for requests for capital projects, capital plans, and new personnel is September 2. Since many of the Library's capital needs fall under the jurisdiction of either the Public Buildings Department or the IT Department, Mrs. Knight has been in contact with Public Buildings Director Ben Keefe and IT Director Jorge Pazos to work out the details. Although there are no current requests for personnel, Mrs. Gennis suggested that, if the decision is made to apply for a library construction grant, the Trustees send a letter to the Personnel Board indicating that the construction of a new library with an expanded children's/teen section will necessitate the addition of a teen librarian to the Library staff.

The deadline for submitting the Library's operating budget and narrative is September 30. Mrs. Knight plans to have a draft by the end of August; approval by the Trustees will take place at their meeting on September 21. The Library's FinCom representative, Carol Martin, will be invited to attend the meeting.

### **Computer Access for Handicapped Patrons**

In response to a patron's concern over computer access for handicapped patrons, Assistant Director Sandy Raymond suggested that one computer which will be able to accommodate those in a wheelchair in particular have signage to indicate that patrons with reduced mobility will be given preferential access. The wording, "Please yield this work station to patrons with reduced mobility," was approved.

## **Annual Report**

Mrs. Knight asked the Trustees to review the draft Annual Report included in the packet and send edits and suggestions to her via email. The report will be discussed and approved at a future meeting.

## **Topics Not Anticipated by the Chair**

It was decided that an invitation would be extended to the newest member of the Board of Selectmen, Louis Jurist, to tour the Library.

Mrs. Lipcon made a motion to adjourn, it was seconded by Mrs. Gennis, and it was approved unanimously.

**The Meeting Was Adjourned at 11:00 a.m.**

## **Documents for This Meeting**

1. Agenda of Meeting Wednesday, August 24, 2016
2. Minutes of Meeting Wednesday, July 13, 2016
3. Minutes of Meeting Wednesday, August 10, 2016
4. Monthly Statistics Dashboard: July 2016 data
5. Draft - Board of Library Trustees Annual Report for FY2016
6. Massachusetts Public Library Construction Program (MPLCP) Letter of Intent
7. MPLCP Construction 2016: Grant Calendar

## **Next Meeting(s)**

Wednesday, August 31, 8 a.m., Raytheon Room, Wayland Library

Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Library

See above for additional meeting dates.

Respectfully submitted by Anne Heller, Trustee

**Board of Library Trustees**  
**Meeting Minutes – August 31, 2016**  
**8:00 a.m. – Raytheon Room, Wayland Public Library**

**Present:** Aida Gennis (chair, presiding), Sally Cartwright, Lynne Lipcon, Suzanne Woodruff, Mark Hughes, and Ann Knight, Library Director. **Absent:** Anne Heller.

**Call to Order:** 8:14 a.m.

**Public Comment:** None

**Minutes:** Minutes of August 24, 2016 were approved unanimously.

**Reports:** No financial or statistical reports at this time.

**Director Search:** Lynne Lipcon confirmed a finalist has been chosen and will be interviewed by the full Board of Library Trustees on September 15<sup>th</sup>. Although evening hours are part of the job description, Ann Knight expressed concern that evening programs for The Great Presenter Series have already been scheduled and will require the new director's attendance.

**Schedule of Future Trustee Meetings:** The next month of Trustee meetings and joint meetings was discussed and clarified.

Tuesday, Sept. 6, 6:40p.m., Town Building – Trustees will meet and then attend the P.M.BC meeting at 7:00 p.m.

Thursday, Sept. 15, 8:00 a.m., WPL – Interview director finalist.

Thursday, Sept. 15, 6:40 p.m., WPL – Joint meeting with LPC and Tappe Architects.

Friday, Sept. 16, 8:00 a.m., WPL – Vote on director candidate.

Wednesday, Sept. 21, 8:00 a.m., WPL – Vote on budget.

Wednesday, Sept. 21, 7:00 p.m., Town Building– Community Forum.

Tuesday, Sept. 27, 8:00 a.m., WPL – Joint meeting with LPC.

Tuesday, Sept. 27, 7:00 p.m., Town Building – Trustees will attend P.M.BC meeting.

Wednesday, Oct. 5, 8:00 a.m., WPL–Regular Trustee meeting.

Ann Knight will post meetings through September 16<sup>th</sup>.

**Annual Report:** The draft Annual Report for FY 2016 was discussed and edited. Mark Hughes motioned to accept the Annual Report as edited, Lynne Lipcon seconded. **Vote:** unanimous.

**Budget FY 2018:** Carol Martin, the Library's Finance Committee liaison, will attend the Trustees September 21<sup>st</sup> meeting to discuss the budget. The draft budget is a level service budget. The Salaries line is relatively low as long-time employees retire and new hires come in at a lower step. Books/Materials line was increased by \$1,500 to meet the need for more digital

materials. Training & Education was increased to encourage staff to participate in professional development programs and conferences.

The Town Administrator has requested a Capital Budget by September 2<sup>nd</sup>. The Library's capital and some operating expenses are included in other town department budgets; IT and Facilities. Ann Knight did send a list of projects that need to be addressed including a new AC system, new stair carpet, and the remediation of the Children's Room concrete steps.

The budget packet will include a narrative, the spreadsheet, and a FinCom explanation form. The budget will be discussed further and approved at the September 21<sup>st</sup> meeting.

**Drainage Project:** Suzanne Woodruff visited Mike Lindeman at the DPW building to get an update on the library drainage project. The Town Administrator, Facilities Director, and DPW have been discussing the project and have decided to combine the bid for work with the Rail Trail project since both drainage and Rail Trail involve excavations at the Depot parking lot and across Routes 27/126. The Town has hired John Moynihan as a contractor to manage the project. Tighe and Bond will lead in creating the RFP for the combined project. A specific bidding schedule has been established. Mrs. Woodruff will follow up with John Moynihan and clarify what impact any work will have on library parking and operation. In particular, the Freight Shed must be accessible for vehicles to move books for the Friends Book & Bake Sale from October 29 through November 7. The Library must also be notified whether any of the work, once begun, could occasion the closing of the Library for any period of time due to excavations in the Library's parking areas or disruption to the entrance of the parking lots.

The Conservation Commission issued a Full Order of Conditions at its August 22<sup>nd</sup> meeting. Mrs. Woodruff will continue to monitor the project.

**Library Planning and Design Study:** Aida Gennis reported Tappe Architects had a productive meeting with Rosemary Waltos of the Massachusetts Board of Library Commissioners (MBLC). Mrs. Gennis will continue to communicate and meet with the Recreation Department and the School Department. Betsy Gavron, the Middle School Principal, will be included in discussions. Tom Fay and Mrs. Gennis will reach out to PTO chairs to keep them updated on the project. The Wayland Children and Parents Association is having an event at the Town Beach on September 10<sup>th</sup>. TappeArchitects may attend.

Public questions on the future reuse of the current library building continue to be of concern if the Trustees vote to submit a state building grant application and if the grant application is successful. All were reminded that the Library is not going anywhere for quite a while; most likely we would still be operating at 5 Concord Road for a minimum of five years, and more likely even longer. We hope patrons and members of the public can understand that this is still a

very long and uncertain process upon which we may embark. However, ideas for creative reuse of the building are welcome.

To date, there is no update from special legal counsel concerning restrictions on 5 Concord Road property.

We hope that a traffic opinion for the 207-195 Main Street site will be done when road work in the area is complete. The funding for a traffic opinion is uncertain.

The Community Forum on September 21st at 7:00 p.m. will include an update on the site plan, possible floor plans and possible elevations from the architects. All trustees were encouraged to recruit friends and neighbors to attend. Emily Kristofek will produce some promotional pieces as well.

Mrs. Gennis has asked for specific numbers for impermeable surface requirements for 5 Concord Road in regards to the Aquifer Protection District.

Motion to adjourn was made by Mrs. Lipcon, seconded by Mrs. Woodruff.

**Adjourned: 9:59 a.m.**

#### **Documents for This Meeting**

1. Agenda of Meeting Wednesday, August 31, 2016
2. Minutes of Meeting Wednesday, August 24, 2016
3. Draft Annual Report For FY 2016
4. Wayland Free Public Library Usage Statistics
5. Draft Wayland Free Public Library Budget for FY 2018

#### **Next Meetings:**

- Sept. 6, 6:40 p.m.– Town Building
- Sept. 15, 8:00 a.m.– Raytheon Room
- Sept. 15, 7:00 p.m.– Raytheon Room
- Sept. 16, 8:00 a.m.– Raytheon Room
- Sept. 21, 8:00 a.m.– Raytheon Room
- Sept. 21, 6:40 p.m.– Town Building
- Sept. 27, 8:00 a.m.– Raytheon Room
- Sept. 27, 7:00 p.m.– Town Building
- Oct. 5, 8:00 a.m.– Raytheon Room

Respectfully submitted by Sally Y. Cartwright, September 1, 2016

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Tuesday, September 6, 2016**  
**Conference Room Wayland DPW Building River Road\***

**\*Location:** Location on the posted Library Trustee agenda was listed as Wayland Town Building as the Trustees planned to attend the scheduled Permanent Municipal Building Committee (PMBC) meeting there. However, the venue of the PMBC meeting was changed to the Conference Room at the Wayland Department of Public Works (DPW) Building within 48 hours of the meeting due to lack of space at the Wayland Town Building. Therefore, the Trustee meeting was also held at the DPW Building.

**Present:** Trustees: Sally Cartwright, Aida Gennis (chair, presiding), Anne Heller, Lynne Lipcon, Suzanne Woodruff.

Jeff Hoover and Chris Blessen from Tappé Architects  
John Sayre-Scibona from Design Technique

**Call to Order:** 6:45 p.m.

**Public Comment:** There was no public comment.

**Review of Library Design Study Planning Information from Tappé Architects:** Jeff Hoover stated that they have a library plan with a good layout, preliminary building massing. Tonight he and Chris Blessen will be presenting to the Permanent Municipal Building Committee (PMBC) the work they have done using Revit, not a PowerPoint Presentation.

Jeff had met with Rosemary, of MBLG to review the plans and get her feedback. The feedback included:

- Nothing objectionable about the layout.
- How would access to parking be managed, so as to have it for library service, not abutting activities?
- She really liked the approach to incorporate design for expansion space within the building shell.

Relative to potential abutting activities to the 195 Main St Site, we heard that the Rec Dept. will be asking to get approval to proceed with field feasibility study at the November Town Meeting.

We then discussed traffic patterns at the site relative to the Middle School drop off pattern and then the overall volume of traffic and whether a traffic study was warranted. Mrs. Gennis had talked with Town Planner Sarkis Sarkisian about the study options. He said that Kevin Dandrade of Tech has studied this extensively, has lots of data, and feels another study was not needed. Mrs. Gennis stated that her concern that the new library would generate up to 20% more volume. No further action was taken relative to traffic study.

Mrs. Gennis then reminded us that we need to have the Selectman transfer the 195 Main Street land to the Library and we have to request them to do so. We discussed what conditions we would ask for on the land transfer. There should be no time limit as we do not know the whether we would be getting grant or if we had a waiting list position. If we are on the wait list, it could be several years before actual construction could start. The transfer could possibly be provisional based upon award of a grant by MBLG. No conclusion was on this issue was arrived at.

**The meeting was suspended at 7 p.m. in order for the Trustees to attend the PMBC meeting.**  
Discussion that occurred during the PMBC meeting should be found in that body's minutes.

**Meeting was reconvened at 9:07 p.m.**

Discussion started with review of the praise and congratulations that the PMBC had expressed to the Trustees and all those involved with the Library Planning and Design Study.

**The Meeting Was Adjourned at 9:22 p.m.**

**Documents for This Meeting:**

1. Agenda of Trustee Meeting Tuesday, September 6, 2016

Respectfully submitted by Suzanne Woodruff, Trustee

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Thursday, September 15, 2016 (morning)**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Trustees Aida Gennis (Chair), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** None

**Call to Order:** 8:05 p.m.

**Visitors and Public Comment**

Also participating in the meeting were members of the Library Director Search Team Neil Gordon, Andrew Moore, and Kim Steere. John Senchyshyn, Human Resources Director, also participated in the meeting. Former Trustee Nan Jahnke attended and took the minutes. There were no other visitors and no other public comment.

**Interview of a Final-Round Candidate for Library Director**

Trustees and members of the Library Director Search Team interviewed Dana Mastroianni, a final-round candidate in the Town's search for a new Library Director in advance of the retirement of Ann Knight, who is expected to step down in October. Ms. Mastroianni is currently serving as Assistant Director of the Needham Free Public Library. Mrs. Gennis put 17 predetermined questions to the candidate covering a wide range of topics. After giving her responses and asking some questions of her own, Ms. Mastroianni retired for an informal meeting with staff. Trustees heard summaries of three references, then agreed to adjourn, think about the candidate, and meet again the following day to take action.

**The Meeting Was Adjourned at 10:12 p.m.**

**Documents for This Meeting**

- Agenda for Meeting, Board of Library Trustees, Thursday, September 15, 2016 (morning)
- Resume submitted by Dana Mastroianni
- "Interview Questions for Library Director 2016"

**Next Meetings**

- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library
- Tuesday, September 27, 8 a.m., Raytheon Room, Wayland Free Public Library
- Tuesday, September 27, 6:30 p.m., Town Building, then, at 7 p.m., before the Permanent Municipal Building Committee, also in the Town Building
- Wednesday, October 5, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Thursday, September 15, 2016 (evening)**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (Chair), Sally Cartwright, Anne Heller, Suzanne Woodruff **Absent:** Mark Peter Hughes, Lynne Lipcon

**Call to Order:** 6:48 p.m.

**Visitors and Public Comment**

Jeff Hoover of Tappé Architects and John Sayer-Scibona of Deign Technique attended the meeting to present work to date on the Library Planning and Design Study; Mr. Hoover is the head of the Design Team for that study and Mr. Sayer-Scibona is the Town's Owner's Project Manager.

Five members of the Library Planning Committee (LPC) attended the Trustees' meeting from 7:16 p.m. onward: Lynne Cavanaugh, Maureen Cavanaugh, Christine Cipriani, Vicki LaFarge (Vice Chair), and Barbara Scolnick; Tom Fay, Chair, joined the meeting later. The Trustees suspended their meeting at 7 p.m. as the LPC members gathered, then reconvened at 7:16. The LPC did not achieve a quorum; its members participated in the meeting at the invitation of the Trustees, as did former Trustee Nan Jahnke, who took the minutes of the meeting. There were no other visitors and no other public comment.

**FY2018 Library Budget**

Discussion of the budget was postponed to a later meeting.

**Approval of Minutes**

No minutes were offered for approval at this meeting.

**Progress of the Library Planning and Design Study**

**Transfer of land to the Library and other interested parties.** Mrs. Gennis reported that the Board of Selectmen and the Board of Public Works are reluctant to transfer their jurisdiction over a portion of the site at 207-195 Main Street to the Library, as they are authorized to do under an article passed earlier this year at Town Meeting (Article 17), until the interests of the School Committee and the Recreation Commission in the site have also been addressed. This issue must be settled soon as the contract for Library design work ends in October.

Mrs. Gennis reported that the Recreation Commission's proposal to place a field on the site has not been finalized nor won approval. Since its article to conduct a feasibility study for a large multi-purpose field on the site (Article 22) failed at this year's Town Meeting, the Recreation Commission has proposed several other fields for the site, as well as a smaller multi-purpose field, an 11v11 soccer field, an 8v8 soccer field, and, most recently, a 9v9 soccer field—each with its own required adjacencies, including various arrangements of open space set aside for field rotation. Mrs. Gennis continues to work with the Recreation Director and the Commission Chair to move the work along so the Library's Design Team can confidently site a building on the parcel. She is also in discussion with the School Committee about

whether bus parking can or should be accommodated on the site. All three parties are expected to meet with the Conservation Administrator on September 16 to discuss any limitations presented by the presence of a drainage swale on the 207 Main Street parcel.

**Review of work to date on the Library Planning and Design Study.** Much of the remainder of the meeting was given over to discussion of preliminary plans for a Library building at the 195 Main Street parcel, provisionally sited on the west side of the parcel, along Main Street, to allow for other Town uses elsewhere on the site. Preliminary plans call for an east-facing entrance fronting on an 85-space parking lot; a circular vestibule that recalls the Rotunda of the current Library and leads into the large meeting room; a one-story Children's Room wing to the south, with an activities "pod" and an adjacent Reading Garden; and a main, two-story structure to the north. On the first floor, this two-story structure would house the main stacks, the circulation desk, staff offices and workrooms, and several reading and study areas, including a large reading pod in the northwest corner; the half-floored second story, which overlooks the main room below, would house the Young Adult area, computer and technology areas, the reference desk, a staff office, more stacks, and several work and study rooms. West-facing clerestory windows would allow the first and second floors to be bathed in afternoon light.

Topics of discussion included location and distribution of tables and chairs, flexibility of door openings, perimeter control of the Reading Garden, control of noise between the floors in the two-story structure, control of glare and heat gain in the west-facing windows, obtaining the maximum flexibility of work spaces, the possibility of adding a street-side entrance, and so on.

### **Upcoming Community Meeting**

Trustees and LPC members discussed plans for an upcoming Community Forum to present the preliminary plans for a Library at 207-195 Main Street to the public; that forum is currently scheduled for Wednesday, September 21, at 7 p.m. in the Large Hearing Room at Town Building.

In discussing that meeting, participants noted the importance of reviewing the long process to get to this point, with particular attention to the opportunity to apply for a state construction grant, the extensive research undertaken by the LPC, the Town Meeting votes in November 2015 and April 2016, the careful consideration of three different sites, the virtues of the Main Street site, state guidelines, and so on. Missing will be a cost estimate, which will not be available until October. Also missing, as of the time of this meeting, is a clear understanding of what other Town uses might be accommodated on the site, and how those uses might affect the placement, design, and accessibility of a Library building should the Library and Design Study go forward to construction project.

### **Update on the Long-Range Plan**

Mrs. Knight reported that the Long-Range Plan and its accompanying Action Plan have been sent on to the Massachusetts Board of Library Commissioners.

### **Topics Not Reasonable Anticipated 48 Hours in Advance of the Meeting**

- As the first order of business, Mrs. Gennis reported that Mrs. Woodruff may have inadvertently violated the Open Meeting Law earlier in the day when she sent an email to four Trustees, a quorum, concerning a public event attended by Tappé Architects at the Town Beach recently. Mrs. Gennis then read the email from Mrs. Woodruff aloud to the meeting. Mrs. Gennis

reminded Trustees that email communications are not to be between a quorum of members and that emails sent in sequence from one member to another may also violate the Open Meeting Law. She urged all Trustees to be vigilant on this matter and to restrict email communications whenever possible.

- In another matter, Mrs. Cartwright reported that a final-round candidate for the position of Library Director had been interviewed by Trustees and the Search Team that morning, and a decision on final actions is expected soon.

**The Meeting Was Adjourned at 8:47 p.m.**

#### **Documents for This Meeting**

- Agenda for Meeting, Board of Library Trustees, Thursday, September 15, 2016 (p.m.)
- Email from Suzanne Woodward to four Trustees concerning a public event at Town Beach, September 15, 2016
- Preliminary architectural drawings, Tappé Architects, "Wayland Free Public Library, September 15, 2016," two floor plans and a set of elevations

#### **Next Meetings**

- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library
- Tuesday, September 27, 8 a.m., Raytheon Room, Wayland Free Public Library
- Tuesday, September 27, 6:30 p.m., Town Building, then, at 7 p.m., before the Permanent Municipal Building Committee, also in the Town Building
- Wednesday, October 5, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Board of Library Trustees  
Meeting Minutes – September 16, 2016  
8:00 a.m. – Raytheon Room – Wayland Public Library**

**Present:** Aida Gennis (chair, presiding), Anne Heller, Lynne Lipcon, Mark Hughes, Suzanne Woodruff, Sally Cartwright

**Call to Order:** 8:25 a.m.

**Public Comment:** None

**Discussion of Director Candidate:** Staff feedback and reference check results were presented by Mrs. Lipcon. All positive. Trustees discussed impressions from candidate interview of previous morning, September 14th. Due to a late start, Trustees were unable to give the attention and time the candidate deserved to fully review and process all information. Time constraints and new events concerning the transfer of land at 195 Main Street derailed our discussion. Mrs. Lipcon will call the candidate to inform her we took no vote. Trustees will meet again at the earliest possible date fulfilling posting requirements; Tuesday, September 20<sup>th</sup>.

**Community Forum for Planning and Design Update:** The September 21<sup>st</sup> Community Forum for an update from Tappe Architects may have to be postponed.

Motion to adjourn was made by Mrs. Heller, seconded by Mr. Hughes.

**Adjourned:** 9:05 a.m.

**Documents for This Meeting:**

1. Agenda of Meeting, Friday, September 16, 2016

Respectfully submitted by Sally Y. Cartwright, September 19, 2016.

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Thursday, September 15, 2016 (morning)  
Raytheon Room, Wayland Free Public Library**

**Present:** Trustees Aida Gennis (Chair), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff **Absent:** None

**Call to Order:** 8:05 p.m.

**Visitors and Public Comment**

Also participating in the meeting were members of the Library Director Search Team Neil Gordon, Andrew Moore, and Kim Steere. John Senchyshyn, Human Resources Director, also participated in the meeting. Former Trustee Nan Jahnke attended and took the minutes. There were no other visitors and no other public comment.

**Interview of a Final-Round Candidate for Library Director**

Trustees and members of the Library Director Search Team interviewed Dana Mastroianni, a final-round candidate in the Town's search for a new Library Director in advance of the retirement of Ann Knight, who is expected to step down in October. Ms. Mastroianni is currently serving as Assistant Director of the Needham Free Public Library. Mrs. Gennis put 17 predetermined questions to the candidate covering a wide range of topics. After giving her responses and asking some questions of her own, Ms. Mastroianni retired for an informal meeting with staff. Trustees heard summaries of three references, then agreed to adjourn, think about the candidate, and meet again the following day to take action.

**The Meeting Was Adjourned at 10:12 p.m.**

**Documents for This Meeting**

- Agenda for Meeting, Board of Library Trustees, Thursday, September 15, 2016 (morning)
- Resume submitted by Dana Mastroianni
- "Interview Questions for Library Director 2016"

**Next Meetings**

- Wednesday, September 21, 8 a.m., Raytheon Room, Wayland Free Public Library
- Tuesday, September 27, 8 a.m., Raytheon Room, Wayland Free Public Library
- Tuesday, September 27, 6:30 p.m., Town Building, then, at 7 p.m., before the Permanent Municipal Building Committee, also in the Town Building
- Wednesday, October 5, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting, Wednesday, September 21, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff

**Absent:** None. Mrs. Woodruff and Mr. Hughes left the meeting early (at 9:50 and 10:10, respectively).

**Call to Order:** 8:09 a.m.

**Visitors and Public Comment**

Former Trustee Nan Jahnke attended the meeting and took the minutes. Carol Martin, the Library's liaison from the Finance Committee, joined the Trustees for a discussion of the FY 2018 Budgets. There were no other visitors and no public comment.

**Approval of Minutes**

The minutes for the Board of Trustees' meetings on June 15, 2016 and August 2, 2016 were approved unanimously (6-0).

**Circulation Report**

Mrs. Knight noted that circulation is down somewhat in the DVD and CD categories, but way up for popular new titles, especially "Speed Reads" (titles on short loan periods), which are up 119% over last year following a decision to spend more money on these titles, lengthen the loan period from 7 to 14 days, and display them more prominently.

**Update on Library Director Search**

Mrs. Lipcon reported that the Trustees' choice of a final candidate for the position of Library Director had been relayed to the Director of Human Resources, whose office will perform the necessary background checks, tender an offer, and negotiate a contract. The final candidate is Dana Mastroianni, who is currently serving as Assistant Director of the Needham Free Public Library. It is expected that she will accept the offer. Public announcement of the choice will be delayed until the hiring process is complete. Mrs. Gennis thanked Mrs. Lipcon and Mrs. Cartwright for all their hard work during the selection process and presented them with flowers from the Trustees.

**Proposed FY 2018 Library Budgets and Budget Planning**

Trustees commended Mrs. Knight for her thoughtful "Budget Narrative," which serves as a preface to the Library's Draft FY 2018 Operating Budget, which asks for \$1,056,200 from the Town. That figure represents an increase of \$20,000 or 1.89% over the FY 2017 budget (but see anticipated changes to the draft below). After correcting a handful of typographical errors, the Trustees welcomed Ms. Martin, the Library's liaison from the Finance Committee, for further discussion.

In a discussion of unmet needs, Trustees renewed their call to add a Young Adult Librarian and an Outreach/Communications Specialist to the Library staff. Mrs. Knight pointed out that if a new library is built near the Middle School, the addition of a Young Adult Librarian position will become imperative. The Library currently has 7 full-time employees and a total of 13.8 FTEs. Although no requests for additional staff have been made for FY 2018, the Trustees will continue to make this case in the future to the Personnel Board and the Finance Committee, as it has done for the last several years.

Participants also reviewed a long list of facilities projects and capital items that are scheduled for the Library but currently fall outside the Library's operating budget and the Trustees' control. These include regular maintenance and repair items, like painting and window repair; building improvements, including a wastewater hookup and a new air conditioning system; technology upgrades, including new phones and an RFID tagging system for the collection; and several major construction projects, including an ADA-compliance project and a MEMA-funded drainage mitigation project.

Many of these items require cost estimates from the Town's facilities and technology directors. Ms. Martin was able to identify some of those costs from a recent draft of the Town's capital budget; she said she would help nail down the remainder of the estimates for the Trustees, who need the information for planning purposes. As several Trustees pointed out, no matter what decision is made about building a new library near the Middle School, the Library will be in the current building at 5 Concord Road for at least four more years, and that building needs to be kept in good condition and be equipped with adequate Library infrastructure. Mrs. Knight will ask the Public Buildings Director to attend the next Trustees' meeting to finalize the capital and facilities costs and help with the planning.

In the meantime, Ms. Martin advised adding the short list of worn-out furnishings that need replacement to the operating budget request under a new line called "Furnishings." She believes the Budget Director will accept this charge, which is estimated to be about \$10,000 for new book drops, a lectern, new book carts, and desk chairs. The addition of those items would raise the requested increase in the Library's budget to \$30,000, 2.84% more than last year. Ms. Martin suggested that, in the future, requests for funds for Library furnishings might be made through the Facilities Department as is done for the School Department.

Trustees expressed concern about an \$85,000 placeholder in the Capital Budget for the replacement of the curved Rotunda windows. Trustees prefer that these windows be carefully repaired, as they are beautiful and historic; moreover, repair would be less costly than replacement, costing about \$18,000-\$20,000 according to an estimate obtained by Trustees from a qualified historic preservation firm.

After discussion, on a motion by Mrs. Woodruff seconded by Mr. Hughes, the Trustees voted unanimously (6-0) to approve the FY 2018 Operating Budget Request as amended at the meeting.

### **Library Planning and Design Study**

The time being short, Trustees deferred discussion of the Library Planning and Design Study to the next meeting, except to approve a motion, made by Mrs. Cartwright and seconded by Mrs. Lipcon, that if funds for the study become exhausted, then any bills for landscape design services provided to the Board or Tappé Architects, if not already paid by the Recreation Commission for their effort to determine their interest in the 195 Main Street site, may be paid from the Draper Fund up to \$3,000. The vote was 4-0, Mrs. Woodruff and Mr. Hughes having left the meeting early.

### **Letter of Intent**

Discussion of whether the Board will submit a Letter of Intent to file an application for a grant to the Massachusetts Public Library Construction Program was also postponed to the next meeting. However, on a straw vote, the answer was yes.

**The Meeting Was Adjourned at 10:41 a.m.**

### **Documents for This Meeting**

- Agenda for Meeting, September 21, 2016
- Minutes of the Board's meetings on June 15, 2016 and August 2, 2016
- August Circulation Report
- Monthly Statistics Dashboard, August 2016
- Draft, "Wayland Free Public Library, Proposed Operating Budget and Narrative for Fiscal Year 2018" with letter of transmittal dated September 21, 2016 from Aida Gennis, Chair, Board of Library Trustees, to David V. Watkins, Chair, Wayland Finance Committee
- Table of repairs, maintenance work, improvements, construction, facilities replacement, and other capital projects scheduled for the Library, with costs, if available, and name of person responsible for providing the costs (many items still not costed out)

### **Next Meetings**

- Tuesday, September 27, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, October 5, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Tuesday, September 27, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff

**Absent:** None. Mr. Hughes left the meeting at 10:15.

**Call to Order:** 8:06 a.m.

**Visitors and Public Comment**

Chris Blessen, Tappé Architects, and John Sayre-Scibona, Design Technique, attended the meeting for the Library Planning and Design Team. Library Planning Committee members in attendance included Lynne Cavanaugh, Sandy Raymond, and Barbara Scolnick. Public Buildings Director Ben Keefe came to discuss facilities planning. Former Trustee Nan Jahnke took the minutes. There were no other visitors and no public comment other than that noted below.

**Minutes and Reports**

No minutes were presented for vote at this meeting, and no reports were presented for review.

**Library Planning and Design Study**

Participants heard accounts of a meeting of the Recreation Commission the evening before (on September 26, 2016) at which Mrs. Knight and Tappé Architects presented work to date by the Library Planning and Design Team, along with a proposal for shared use of the parcel at 195 Main Street. New ideas floated at that meeting included developing the east end of the parcel, closest to the Middle School, as a small-sided soccer field (6v6) or perhaps as a largely unscheduled, passive recreation space geared to young families, camp uses, and after-school play. Several alterations to Tappé's designs for the site are being made to optimize the functions envisioned by the Library and the Recreation Commission, as the two bodies work to create a mutually satisfactory jurisdictional line. Trustees expressed appreciation for the efforts of all the participating boards in bringing this work to conclusion.

Next steps for the Library Planning and Design Study include finalizing jurisdictions (including the jurisdiction of the School Committee); obtaining necessary transfers of the parcels at 195 and 207 Main Street from the Board of Selectmen, Board of Public Works, and School Committee; votes on whether to file a Letter of Intent and proceed with an application for a grant from the Massachusetts Public Library Construction Program; and obtaining cost estimates for the proposed design.

Trustees turned to the votes. On a motion by Mrs. Lipcon, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to file a Letter Intent with the Massachusetts Board of Library Commissioners (MBLC) expressing the Trustees' intention to file a grant application for a new Library building at 195 Main Street. Then, on a motion by Mr. Hughes, seconded by Mrs. Lipcon, Trustees voted unanimously (6-0) to compile the materials for such an application. Mrs. Gennis reported that she and Mrs. Knight would

attend an MBLC workshop on October 20 about the grant application process; in the meantime, they will assemble a team to collect the required materials and write the grant proposal.

### Library Facility Needs

Mrs. Gennis reminded participants that, no matter what the decision about a new building at 195 Main Street, the Library will be staying in the current building at 5 Concord Road for at least 4-5 years. She then invited Mr. Keefe to update the Trustees on capital planning for Library facilities. Mr. Keefe said the projected 5-Year Capital Budget, while not yet approved, currently schedules Library projects, with placeholder costs, as follows:

FY2018	No projects	\$ -0-
FY2019	Library building project	\$ 16 million
	Rotunda window replacement	\$ 85,000
FY 2020	Wastewater hookup	\$ 275,000
	ADA improvements	\$ 300,000
FY 2021	HVAC improvements	\$ 850,000
FY 2022	Painting and ceilings	\$ 70,000

Mr. Keefe stressed that these placeholder costs are "not researched" but are, rather, guesstimates.

Trustees requested that one of the key ADA improvement projects, the installation of a power-assisted door at the south entrance (from the parking lot), be moved up as the Library has received countless complaints that the current door is too heavy and awkward to manage for older and disabled patrons, as well as by parents with strollers and anyone encumbered by packages. Mr. Keefe agreed this might be done. Mrs. Knight asked whether the attic location of the current HVAC system needed assessment, and Mr. Keefe said no: now that the system is under an outside maintenance contract, there should be no need to relocate the system, which has leaked through the ceiling several times in the past, to the roof or to another outside location.

Trustees reiterated their preference that the curved windows in the Rotunda be repaired rather than replaced as they are of historical interest; the cost would be lower (the Library has received an estimate of \$10-20,000) but, as Mr. Keefe pointed out, there would be no energy savings. Mr. Blessen mentioned that a storm barrier could be fitted inside the repaired windows for energy savings; he indicated that he could offer more information on such an energy-conserving option if the Town were interested.

Mrs. Knight inquired about the phone system, noting that other Town offices recently received phone upgrades, but the Library's phone system is now 20 years old. Mr. Keefe will determine whether this would be a Facilities item, under his department's purview, or a technology item, under the purview of the Department of Information Technology. Mrs. Knight also brought other items to Mr. Keefe's attention, including worn carpeting, a damaged stair railing, a drainage problem outside the Children's Room, and the need to transition sometime soon to an RFID materials-tagging system for circulation, and possibly, later on, to an automatic sorting system.

Mr. Keefe asked whether any of these items could be paid from Library funds, and Mrs. Knight said no: the operating budget does not cover any of these items; they should not be paid for from State Aid or trust funds; and they are outside the scope of charitable support from the Friends of the Library, which pays for programming and museum passes. Mr. Keefe felt the RFID system, which has a Library-specific benefit, would not qualify as a capital project under the Facilities Department's control; he suggested

Mrs. Knight speak to the Town Administrator about how to slot it in the capital plan; Mrs. Knight said she would like to see the system roll out in FY 2019 and FY 2020. On the other hand, Mr. Keefe reported that the Town Administrator had indicated to him that the furnishings charges, which the Library's Finance Committee liaison earlier proposed be moved from the capital plan to the Library's operating budget, should in fact come out of the Facilities operating budget.

### **Update on Library Director Search**

Mrs. Lipcon reported that the Town's Human Resources Director was meeting with the final candidate for the Library Director's position that day, September 27, to discuss the Town's offer.

### **Drainage Update**

Mrs. Woodruff reported that a bidders' briefing was held on September 21 to present information on the Town's drainage mitigation project at the Library; the work will be paid for by a grant from the Massachusetts Emergency Management Agency. Bids are due October 4, with completion anticipated by December 15. Former Public Buildings Director John Moynihan will be overseeing the project.

**The Meeting Was Adjourned at 10:38 a.m.**

### **Documents for This Meeting**

- Agenda for Meeting, September 27, 2016
- Presentation materials from Tappé Architects, including concept map for shared use of 195 Main Street (Library and Recreation uses) titled Wayland Public Library—Conceptual Site Plan, September 26, 2016, New Boundary Line (Approximate)"
- Table of repairs, maintenance work, improvements, construction, facilities replacement, and other capital projects scheduled for the Library, with costs, if available, and name of person responsible for providing the costs (many items still not costed out)

### **Next Meetings**

- Wednesday, October 5, 8 a.m., Raytheon Room, Wayland Free Public Library
- Thursday, October 13, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, October 19, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, October 5, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director, Ann Knight; Trustees Aida Gennis (chair, presiding), Mark Peter Hughes, Anne Heller, Sally Cartwright **Absent:** Lynne Lipcon, Suzanne Woodruff

**Call to Order:** 8:04 a.m.

**Public Comment:** None

**Approval of Minutes:** The minutes of the meetings of August 31, September 6, and September 16 were approved unanimously (4-0).

**Reports and Statistics:** Reports will be presented at the October 19 Trustee meeting.

**Library Planning and Design Study:** Mrs. Gennis reported Tappe Architects continues to compile documents for an application for MBLC building grant. A cost estimate will be requested.

Landscape architect, Dave Warner, has provided concept drawings for land use of 207/195 Main Street to the School Committee and to the Recreation Commission. Trustees hope a memorandum of understanding regarding the shared use of land at 207/195 Main Street will be reached soon with the Recreation Commission and the School Department. Town Council will help draft motions for the Board of Selectman and the Board of Public Works to vote the transfer of land at 207/195 Main Street, as approved at Town Meeting.

Mrs. Gennis will mail the Letter of Intent to the MBLC (postmark deadline October 7) the afternoon of October 5.

Mrs. Knight and Mrs. Gennis will attend a MBLC building grant workshop on October 20.

Tappe Architects will present the updated planning and design information to the Library Planning Committee on October 13 at 8:00 a.m. The Trustees will also attend this meeting.

The tentative date for the rescheduled Library Planning and Design Study Community Forum update is November 2, 7:00 p.m., in the Senior Center at Town Building.

**Library Director Search:** Mrs. Gennis reported that the Personnel Board must approve the new Director's salary. The Trustees hope Personnel will be able to approve the salary at their October 7 meeting.

**Library Drainage Project:** No update.

**Trustees Concerns:** Mrs. Heller would like the Trustees to have a transition plan for introducing the new director and an evaluation plan to help the new director get off to a strong start.

**Next Meetings:**

- October 13, 8:00 am, with LPC, WPL
- October 19, 8:00 am, WPL
- November 2, 8:00 am, WPL
- November 2, 7:00 pm, Community Forum, Town Building

**Documents for This Meeting**

1. Agenda for Meeting, Wednesday, October 5, 2016
2. Minutes of Meeting August 31, 2016
3. Minutes of Meeting September 6, 2016
4. Minutes of Meeting September 15, 2016
5. Concept Sketches, Wayland Library Site Plan, Library Scope; and Field Dimensions & Bus Parking

Respectfully Submitted by Sally Cartwright

October 12, 2016

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting, Thursday, October 13, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff

**Absent:** None.

**Call to Order:** 8:14 a.m.

**Visitors and Public Comment**

Chris Blessen, Tappé Architects, and John Sayre-Scibona, Design Technique, attended the meeting for the Library Planning and Design Team. Library Planning Committee members in attendance included Lynne Cavanaugh, Christine Cipriani, Neil Gordon, Sandy Raymond, and Rachel Sideman-Kurtz. Former Trustee Nan Jahnke took the minutes. There were no other visitors and no public comment other than that noted below.

**Minutes and Reports**

No minutes were presented for vote at this meeting, and no reports were presented for review.

**Library Planning and Design Study**

Mrs. Gennis announced that the Trustees' Letter of Intent to file an application for a grant from the Massachusetts Public Library Construction Program (MPLCP) was sent to the Massachusetts Board of Library Commissioners on October 5 and has been accepted by the state.

Mrs. Gennis reported that the Library and the Recreation Commission continue to work to settle the jurisdictional line demarcating their interests in the Town's parcel at 195 Main Street; agreement is expected within the week. The School Committee's interest in the site will also be finalized in that time. It is expected that the School Committee will seek jurisdiction over the current driveway to the Middle School and that there will be no objection to that request from either the Library or from Recreation. After the interests of the Library, Recreation, and Schools are settled, the three bodies will seek formal transfers of jurisdiction from the Board of Public Works and the Board of Selectmen, which currently control the parcel.

Mrs. Gennis announced that a Community Forum on the progress of the Library Planning and Design Study will be held on Wednesday, November 2, at 7 p.m., in the Senior Center. The Forum will include a review of the concept designs to date.

Mr. Blessen reported that site investigations confirm the presence of an old burn dump on the 195 Main Street parcel; the proposed Library building overlaps the burn area in a small section at the northeast corner of the proposed building, but this overlap should not pose any construction difficulty. Mr. Blessen said the soils on the proposed Library site are generally buildable, though there will need to be some soil improvements in the building area, even for slab on grade. Mr. Blessen then presented the most recent concept designs for the proposed Library at 195 Main Street.

Among the changes from the last iteration of the site and building plans presented are these:

- The integrated drive-up book drop operation has been abandoned as it posed many complications to both the interior and exterior plans (there will still be an outdoor book storage box where patrons can return their books after hours and without entering the Library).
- The landscaped island in the middle of the parking lot has been eliminated, to maximize space for Recreation purposes elsewhere on the parcel, and the back edge of the parking lot has been squared off.
- One or more second-story “bump-out” spaces are under consideration to increase floor space and bring more light into the Library without increasing the building’s footprint.
- The Circulation Desk in the Children’s Room has been moved to improve librarians’ sightlines to the Main Entrance door; the siting of the workroom area is still under consideration.
- The shape of the “Story Tower” in the Children’s Wing has been changed from circular to hexagonal, and is still under discussion.
- Seating areas have been enlarged somewhat to reflect modified stack counts.
- A more flexible interior design reflects the availability of rolling stack systems that would be eligible for partial reimbursement under an MPLCP grant.
- The wall to the meeting room in the Rotunda has been made more open.
- Some mechanical systems are now hidden in an interior “mechanicals loft” to avoid placement on the exterior of the building or on the roof.
- The main Circulation Desk has been moved closer to the Main Entrance.
- The Reference Desk, now located on the second floor, has been moved closer to the elevator and stairs, and the reference collection space has been downsized somewhat to reflect the migration of reference materials to online resources.
- A list of materials for the exterior of the building is now taking shape; it will likely incorporate a variety of textures and colors (limestone, fieldstone, wood, brick, metal, and terra cotta) to create a lively façade.

An interested, appreciative, and lively discussion ensued. Among the issues addressed were these:

- Location of the deliveries entrance. Participants suggested that routine deliveries not be made through the Main Entrance but through a separate exterior door from the staff area at the northeast end of the building.
- Book drop-off, book storage, and work area for the Friends’ semi-annual Book Sale. Mrs. Heller was disappointed that a separate Book Sale drop-off and work area had not been set aside in the plans but was gratified to learn that there would be space for storage and work in the basement.
- Acoustics. Mrs. Lipcon wondered if the height of the ceiling in the Children’s Story Tower (30 feet) would adversely affect acoustics, and several people spoke of the need to control sound transfer between the first and second floors in the atrium space.
- Expandability. Several participants praised the atrium design as an ingenious way to ensure future expansion on the site (a criterion encouraged by the MPLCP) without requiring that any acreage be left idle. If the Library later needs additional square footage, the atrium space could be floored over to capture an additional 5,000 square feet.
- Several participants wondered whether the Story Tower might include elevated reading spaces. Mr. Blessen said yes, so long as they were universally accessible.
- Mr. Gordon wondered whether food and beverage service could be co-located on site.

- Mrs. Knight noted that the Teen Area (on the second floor in the current plan) is larger than the area called for in the Library program. She explained that this adjustment was made to maximize the opportunity presented by the choice of a site near the Middle School.

Mr. Blessen explained that the current design for the proposed Library could undergo many changes if Wayland receives a state grant and chooses to go forward with construction. Though the site address and the budget for eligible expenses cannot change under state requirements, the footprint and square footage could be enlarged if necessary, and other changes could be made as well. Of course, major changes might incur significant additional design costs. Final design decisions would be up to the Trustees working with the architects who are chosen for any final project; they would also be subject to review by the Permanent Municipal Building Committee. Further comment on the design will be received in coming weeks during a meeting with staff on October 13 and from the public at the Community Forum on November 2.

#### **Topics Not Reasonably Anticipated by the Chair in Advance of the Meeting**

Mrs. Gennis announced that Dana Mastroianni has accepted the Town's offer to become the next Director of the Wayland Free Public Library. She will begin her service on Monday, October 31, 2016.

**The Meeting Was Adjourned at 10:12 a.m.**

#### **Documents for This Meeting**

- Agenda for Meeting, October 13, 2016
- Presentation materials from Tappé Architects

#### **Next Meetings**

- Wednesday, October 19, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, November 2, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, November 2, 2016, 7 p.m., Senior Center, Community Forum
- Tuesday, November 15, 2016, 7 p.m., Wayland High School Field House, Special Town Meeting
- Other meetings may be posted as votes on jurisdictional lines and land transfers are scheduled

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Tuesday, October 18, 2016  
Raytheon Room, Wayland Free Public Library**

**Present:** Library Director, Ann Knight; Trustees Aida Gennis (chair, presiding), Mark Peter Hughes, Anne Heller, Sally Cartwright, Lynne Lipcon, Suzanne Woodruff

**Call to Order:** 8:45 a.m.

**Public Comment:** None.

**Jurisdiction Division of 207/195 Main Street Parcel:** Mrs. Gennis reported the Recreation Commission voted 3 – 1 in favor of the jurisdictional lines as shown on “Plan of Land in Wayland, MA Showing Jurisdictional Boundaries at The Highway Garage,” dated October 12, 2016, at their October 13 meeting. Nay vote agreed to plan the following day after reference points were clarified. Mrs. Gennis reported the School Committee also voted 5-0 in favor of the plan at their October 17 meeting.

Mrs. Cartwright moved that the Board of Library Trustees endorse its written consent on the Plan entitled “Plan of Land in Wayland, Massachusetts showing Jurisdictional Boundaries at the Highway Garage” dated October 12, 2016, prepared by the Town of Wayland Town Surveyor’s Office, agreeing to the jurisdictional boundaries of the areas of land for the respective Town Boards as shown on said plan. Mr. Hughes seconded the motion. Vote: 6 – 0 in favor.

Trustees hope the Board of Public Works will vote to transfer the land at their meeting on October 19 and the Board of Selectman will vote to transfer their portion of the land at their meeting on October 24.

A Community Forum update on the Library Planning and Design Study will be held at the Town Building at 7 p.m. on November 2. Notices have been placed with the local media and Trustees will encourage friends and neighbors to attend.

Transition plans for the new library director, Dana Mastroianni, will be discussed at the next Trustee meeting.

**Adjourn:** 9:20 a.m.

**Next Meetings:**

October 19, 8:00 am, WFPL

November 2, 8:00 am, WFPL

November 2, 7:00 pm, Wayland Town Building

**Documents for This Meeting:**

1. Agenda for Meeting, Tuesday, October 18, 2016
2. Town of Wayland Plan of Land in Wayland, Massachusetts Showing Jurisdictional Boundaries at The Highway Garage dated 10-12-2016.

Respectfully Submitted by Sally Cartwright – October 20, 2016

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, October 19, 2016**  
**Raytheon Room, Wayland Free Public Library**

**Present:** Library Director Ann Knight, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff

**Absent:** None.

**Call to Order:** 8:08 a.m.

**Visitors and Public Comment**

Incoming Library Director Dana Mastroianni participated in a portion of the meeting. Former Trustee Nan Jahnke took the minutes.

Mrs. Heller noted that the Friends of the Library are holding their annual membership drive in October. She also noted that through its various efforts the Friends raise approximately \$30,000 a year for Library programs, including the Museum Passes Program.

Mrs. Gennis took a moment to present flowers to Mrs. Knight in honor of her coming retirement and to express the Trustees' deep affection and gratitude for her 23 years of service to the Library, including 14 years as Director and earlier years as Assistant Director and Head of Reference.

**Minutes and Reports**

After making several small changes concerning dates and locations, Trustees approved the following sets of minutes unanimously (6-0): September 15, 2016 (morning meeting); September 15, 2016 (evening meeting); September 20, 2016; and October 5, 2016.

Mrs. Knight agreed to make the monthly "Dashboard" Statistics Report available to Trustees electronically in advance of each regular monthly meeting. She noted that the "Speed Read" books continue to circulate at double their numbers last year, apparently because they are now available in greater numbers, circulate for a longer loan period, and are displayed more prominently in the Library. At the same time, CD and DVD circulation continues to fall, presumably because of the availability of streaming electronic access to these materials.

**Library Planning and Design Study**

**Concept drawings.** Mrs. Gennis reported that members of the Design Team for the Library Planning and Design Study are finalizing changes to their concept drawings for a proposed Library building at 195 Main Street, which they will present at the Community Forum on November 2; those changes are based on feedback the Design Team received from Trustees, the Library Planning Committee, and Library staff during the week of October 10. The final drawings will become part of an application for a state library construction grant.

As the Design Team's contracts are expiring and the opportunity for making design changes is closing, Mrs. Gennis asked whether Trustees had any lingering concerns about the current iteration of the designs. Among the questions considered were whether there should be an entrance on Main Street, what the proposed exterior finishes will cost, whether the design of the building itself would entail an increase in staffing, what the energy costs might be, whether sound transmission in the atrium is adequately addressed, how to provide safe pedestrian access from the Middle School, and whether there is adequate provision for parking if a playing field occupies the east end of the 195 Main Street parcel. These questions will be passed on to the architects. The two major pieces of work remaining are formulating the cost and energy-use estimates, which will be presented to the Permanent Municipal Building Committee the week of October 24.

**Grant workshop.** Mrs. Gennis and Mrs. Knight will attend a workshop on October 20, which is required of all state construction grant applicants, to learn more about the application process. Grant applications are due in January. Trustees agreed that they would like to have the application completed by early December.

**Jurisdictional lines.** Mrs. Gennis announced that the Library, the Recreation Commission, and the School Committee have come to agreement on jurisdictional lines within the Town-owned parcel at 195 Main Street. Next steps are to seek transfers of jurisdiction from the boards currently holding jurisdiction over that parcel: the Board of Public Works and the Board of Selectmen. Those transfer requests will be made in the next two weeks; they are expected to be conditioned, in both the Library's case and the Recreation Commission's case, on the boards receiving funds and approvals for their proposed projects on the site. If those transfers are made, an application may subsequently be made to the Planning Board to dissolve the internal lot line between 193 and 195 Main Street since "193 Main Street" is an obsolete address with no current or anticipated Town function assigned to it that is not already entailed in the "195 Main Street" address.

**Warrant article.** Looking further down the timeline, Mrs. Gennis alerted Trustees to the need to draft a warrant article for the 2017 Town Meeting, scheduled for April. The article would ask voters to approve the Town's application to the Massachusetts Board of Library Commissioners (MBLC) for a Massachusetts Public Library Construction Program grant; it would also ask voters to accept the grant money, if awarded, and to authorize that the grant money, if awarded, be expended for the purpose of building the proposed Library at 195 Main Street in the event the voters later vote to fund the Town's share of the accepted Library project. A draft of such a warrant article, which would NOT include the request to fund the project (that vote would come at a later Town Meeting), would be due in January 2017.

**Permanent Municipal Building Committee.** Mrs. Knight announced her intention to resign her seat on the Permanent Municipal Building Committee, to which she was appointed for the duration of the Library building project, effective October 28, the date of her retirement as Library Director. She noted that while the MBLC suggests that a town's Library Director should sit on any board directing a Library building project, when possible, Wayland's incoming director cannot do so as she is not a Wayland resident. Mrs. Knight proposed that Mrs. Gennis be recommended for the seat instead, as she is the town resident with perhaps the greatest familiarity with the Library project of all. Mrs. Gennis agreed to serve in this capacity if asked. On a motion by Mrs. Lipcon, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to recommend to the Board of Selectmen that Mrs. Gennis take Mrs. Knight's seat on the Permanent Municipal Building Committee for the duration of the Library project upon Mrs. Knight's retirement as Library Director.

**Community Forum.** Mrs. Gennis confirmed that the town-wide Community Forum on the proposed Library building project, postponed from September 21, will be held on Wednesday, November 2, at 7 p.m. in the Senior Center. At that time the Design Team will report on their work under the contracts funded by the \$150,000 allocation approved by the voters at the 2016 Town Meeting; they will also present their concept drawings for the proposed building at 195 Main Street. Mrs. Gennis will introduce the project and Mr. Hughes will videotape the meeting. Mrs. Gennis noted that the forum will be posted as a Board of Library Trustees meeting and asked that all Trustees be in attendance.

### **Transition Planning**

Trustees discussed plans to welcome the new Library Director, Dana Mastroianni, with flowers and perhaps a pumpkin on her first day, October 31. A poster welcoming her will also be placed in the main area of the Library, and the outdoor sandwich board will have an announcement of her arrival. An article about her is being sent to the Town Crier for publication on November 3. A more formal "Meet the Director" opportunity may be worked into the program for the Holiday Open House scheduled for December 4.

Mrs. Gennis reported that she had spoken with the Human Resources Director, John Senchyshyn, about appropriate Board supervision of the Director during and after her six-month probationary period. Trustees discussed management of their board meetings and decided they did not wish to set aside any regular portion of those meetings for discussion of personnel matters either in Executive Session or at the exclusion of the Director; they would prefer to keep their meetings as open and inclusive as ever.

Trustees expressed a preference for appointing two Trustees to shepherd the new Director through the first six months, and perhaps longer, taking feedback from staff, the public, and other Trustees, and working one-on-one with the Director to be sure goals and expectations are met and that the Director receives support at every turn. On a motion by Mrs. Cartwright, seconded by Mr. Hughes, Trustees voted unanimously (6-0) to appoint Mrs. Lipcon and Mrs. Gennis to serve as the Board's liaisons with the new Library Director to assist in her transition to the Library and to facilitate ongoing supervision and evaluation of her work by the Board of Trustees as a whole.

### **Topics Not Reasonably Anticipated by the Chair in Advance of the Meeting**

Mrs. Woodruff reported that the drainage mitigation project at the current Library at 5 Concord Road has been combined with the construction project for the neighboring Rail Trail. The firm of I. W. Harding Construction, of West Bridgewater, has won the contract. John Moynihan, the former Public Buildings Director, is overseeing the project for the Town. The two projects will be undertaken simultaneously, but with priority given to the Library's needs and deadlines. The drainage work is expected to take about six weeks and should be completed by mid-December, ahead of the April deadline for expending the funds provided by a grant from the Massachusetts Emergency Management Agency.

A pre-construction meeting is scheduled for October 20. Mrs. Knight and Mrs. Heller asked that Mrs. Woodruff convey the need for the Library's new Director to be included in discussions as they affect Library operations, along with the Library's Custodian and Administrative Assistant. Mrs. Gennis expressed hope that the project would not interfere with the annual Holiday Open House, scheduled this year for Sunday, December 4, from 2-5 p.m.

**The Meeting Was Adjourned at 11 a.m.**

### **Documents for This Meeting**

- Agenda for Meeting, October 19, 2016
- Director's Report, October 2016
- Minutes of September 15, 2016 (morning)
- Minutes of September 15, 2016 (evening)
- Minutes of September 20, 2016
- Minutes of October 5, 2016
- Financial Report, Town Funds, 10/18/2016
- September "Dashboard" Statistics, including reports for circulation, database use, Raytheon Room use, and social media traffic

### **Next Meetings**

- Wednesday, November 2, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, November 2, 2016, 7 p.m., Senior Center, at the Community Forum
- Tuesday, November 15, 2016, 7 p.m., Wayland High School Field House, at Special Town Meeting
- Other meetings may be posted as votes on jurisdictional lines and land transfers are scheduled

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, November 2, 2016  
Raytheon Room, Wayland Free Public Library  
5 Concord Road, Wayland, Massachusetts**

**Present:** Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff; Mrs. Heller left the meeting at 8:30 a.m. and Mr. Hughes left at 10 a.m.

**Absent:** None

**Call to Order:** 8:03 a.m.

**Visitors and Public Comment**

Jeff Hoover and Chris Blessen of Tappé Architects, the Design Team for the Library Planning and Design Study, joined the meeting at 9 a.m. and presented their firm's most recent concept drawings and presentation materials. Tom Fay, chairman of the Library Planning Committee, joined the meeting for some of the time, as did former Library Director Ann Knight. Former Trustee Nan Jahnke attended the meeting and took the minutes.

In public comment, Mrs. Cartwright reported that 75-100 people attended the reception for outgoing Library Director Ann Knight at the Library on October 30. She thanked Mrs. Woodruff, Mrs. Lipcon, Christine Pier, and Valdo Goncalves for their help and Andy Moore for the music.

**Minutes and Reports**

After making several small changes concerning an estimate for window repair and the composition of the team assisting in Ms. Mastroianni's transition to the role of Library Director, Trustees approved the following sets of minutes unanimously (6-0): September 21, 2016; September 27, 2016; October 13, 2016; October 18, 2016; and October 19, 2016.

After reviewing the minutes of September 27, when Public Buildings Director Ben Keefe came to discuss budget matters, Mrs. Woodruff urged Mrs. Gennis and Ms. Mastroianni to follow up on the question of whether installation of a new phone system has been scheduled for the Library and whether an RFID system would appear as a Library capital item or as a Facilities item. She also asked when those items might be implemented.

No financial, circulation, or other reports were presented at this meeting.

**Trustees' Review of Warrants**

Trustees made arrangements to review and sign the weekly warrants (packets of bills for payment) for the next year as follows:

November/December 2016	Mrs. Cartwright
January/February 2017	Mrs. Lipcon
March/April 2017	Mr. Hughes
May/June 2017	Mrs. Heller
July/August 2017	Mrs. Gennis
September/October 2017	Mrs. Woodruff

### **Library Planning and Design Study**

**Land Transfers and Memorandum of Understanding (MOU) with Board of Public Works (BPW).** Mrs. Gennis reported that on Wed. Nov. 19<sup>th</sup>, she presented a request that the Board of Public Works declare surplus and transfer their jurisdiction over the 195 Main Street parcel to the Board of Library Trustees, Recreation Commission and School Committee according to the internal jurisdictional division agreed to by these three boards. The motion before the BoPW, which was approved, presented conditions before a transfer is complete to any of the three boards. The transfer is subject, in the Library's case, to the award and acceptance of a Massachusetts Public Library Construction Program (MPLCP) grant and the appropriation of funds for the project by the town. In the case of the Recreation Commission, the transfer is subject to a plan being approved and funding being appropriated by the town. And in the case of the School Committee, the transfer is subject to the commencement of construction of either the Library's project or the Recreation Commission's project. The BPW vote was 4-0-1 ( 1 abstention).

Mrs. Gennis noted that the inclusion of the buildings at 195 Main Street in the transfer was unexpected. The buildings include the now-abandoned DPW garage. Mrs. Woodruff noted that funds for the demolition of the garage have been approved by Town Meeting; demolition was scheduled for this year, but it seems to be delayed. She noted that demolition will require a Hazardous Materials Evaluation, for which the state may agree to pay a portion of the cost under a MPLC grant.

During the deliberation by the Board of Public Works, it was pointed out that they have a present need for land to use as a lay-down area since the River's Edge development project is proceeding.. The Board of Public Works explained they would use the 195 Main Street land for lay-down until other land is available for such. They noted as well, that once the conditions of the motion have been met and a transfer completed to the Library, there will still be a delay before construction of a Library project can commence. The Board of Public Works would like assurance that they can continue to use 195 Main Street until construction commences and stated a Memorandum of Understanding to that effect will ensure this. Mrs. Gennis explained to the Trustees that she had spoken with Tappe and they assured her that this request from the Board of Public Works is reasonable and will not impede the progress of a future library project at this site. Mrs. Woodruff noted that the Conservation Commission has not yet approved the use of the site at 195 Main Street for a lay-down purpose and she advised against signing an MOU until that matter is settled.

Mrs. Gennis pointed out that the Trustees have not yet received a draft of the proposed MOU from the BoPW, so Trustees cannot vote yet on the matter and has requested that the BoPW bring an MOU to the attention of the BoLT as expeditiously as possible Mrs. Gennis also reminded the Trustees that Tappe

has offered their opinion that there is no reason to object to the continued use of the 195 Main Street parcel by the BoPW for their purposes until construction is ready to commence and it is up to the BoPW to determine what uses are possible there. In the meantime, Trustees agreed in principle that they will look favorably on a MOU that allows the DPW to use the Library's portion of the site at 195 Main Street for any number of BoPW purposes until a grant has been awarded and accepted and money for construction has been appropriated by Town Meeting.

The other necessary transfer of jurisdiction, from the Board of Selectmen, has yet to be scheduled by that board.

**Communications about the Study with Other Boards, Committees, and the Public.** Mrs. Gennis reported that she hopes the opinion of a special counsel hired by the Board of Selectmen to determine whether there are any legal restrictions on the use of 5 Concord Road, or the Library building itself, be available in the next week or two. In answer to a question from Ms. Mastroianni, Mrs. Gennis explained that some kinds of deed restrictions might require the Town to continue to use the current building, now deemed unsuitable for Library expansion, for some other Library function, or for some other activity under the purview of the Library. In any case, the historic nature of the building requires careful consideration for reuse, she said.

Mrs. Woodruff, who is researching how other municipalities have reused historic library buildings, reported that of the 7 such cases she knows of, one sold the building to the Boys and Girls Clubs of Boston (Mattapan); one turned the library building into an office building (Westhampton); one is transforming the old library into an arts and innovation center (Weston); one has repurposed an old library for use by the town's Council on Aging (Newton); and another building is out to bid for commercial development (also Newton). The Weston reuse, perhaps the most imaginative of the examples, was spearheaded by a group of citizens with a passionate interest in arts and innovation. Perhaps a similarly passionate group will come forward in Wayland.

**Design Team's Report and Community Forum.** Mr. Hoover and Mr. Blessen gave a summary of the presentation they planned to give at the Community Forum later that day on the progress of the Library Planning and Design Study, including the most recent iteration of the concept drawings. Mrs. Gennis suggested that the matrices used to evaluate potential Library expansion sites be made available to the public on the Library website and Trustees agreed. They then discussed likely questions and comments from the public and ways to address them (including questions about the Library program and site selection), making a special point of stressing that the plans the public will see at the meeting are not final schematic designs, but rather preliminary concept drawings.

Ms. Mastroianni recommended emphasizing what is newly possible for the Library at the 195 Main Street site, and specifying how the site and design help overcome some of the deficiencies of the 5 Concord Road site. She also suggested emphasizing the flexibility, future-mindedness, and expandability of the design, which can take this new Library out 20-40 years.

Mrs. Knight agreed to raise some of those points during her portion of the presentation at the meeting, including the opportunities for a larger young adult space, small meeting rooms, a conference room, a larger meeting space for public programming with after-hours availability, innovation space, and a better,

more prominent children's space. Trustees supported the idea of having an audience-participation exercise that would allow members of the public to meet in small groups around floorplans of the interior space to discuss how they, personally, would use the many spaces imagined.

Elements of the study that are still being finalized include cost estimates (Trustees and the Finance Committee are currently speculating the Town's share of the project costs to be about \$16 million), exterior materials, and the desired level of LEED certification (for energy and resource efficiency), if any. The Design Team has just recently been asked to consider designing the building at the LEED Platinum level and for the building to be energy neutral. In addition, the Town may want to seek a traffic opinion if the project is approved.

### **Drainage Project**

Mrs. Woodruff reported that the flood mitigation project at the Library, which is funded by the Massachusetts Emergency Management Agency, is now underway, though its companion project, the construction of the nearby Rail Trail, is moving more quickly because that project does not entail as many environmental concerns. A test pit has been dug to determine the normal high-water level at the Library, but the results have proven difficult to interpret and reconcile with expected drainage levels. The project manager, John Moynihan, has made it clear to the construction crew that the Library must remain open during the project, but parking may be difficult if there are road closures or if heavy equipment must be staged in the Library parking lot. The drainage project is expected to be completed by end of November.

### **Girl Scouts' Request for Overnight Use of the Library**

Trustees regretfully denied the request of town Girl Scout troops to have overnight slumber parties in the Library. While applauding the girls' enthusiasm for the Library, and while the Library has sometimes hosted such events in the past, Trustees now feel that the practice is not sustainable; the permissions, liabilities, and number of requests cannot be managed in this building at this time.

### **Wayland Reads**

Mrs. Cartwright presented information about the new Wayland Reads program, tentatively scheduled for late winter or spring 2017. Mrs. Cartwright herself organized the first four Wayland Reads events, but this time it will be organized by a staff member, Rachel Sideman-Kurtz. Ms. Sideman-Kurtz has selected two books for the community read and discussion programs: *Master Thieves: The Boston Gangsters Who Pulled Off the World's Greatest Art Heist*, by Stephen Kurkjian, about the theft of artwork from the Isabella Stewart Gardner Museum in Boston, and *The Art Forger: A Novel* by B.A. Shapiro. Some funding will be provided by the Friends and by the Wayland Cultural Council.

### **Gossels Program**

Mrs. Lipcon asked Trustees to consider topics for a Gossels Fund program for the spring. The Gossels Fund supports programming in support of human rights and human dignity.

**The Meeting Was Adjourned at 11:15 a.m.**

## Documents for This Meeting

- Agenda for Meeting, November 2, 2016
- Minutes of September 21, 2016
- Minutes of September 27, 2016
- Minutes of October 13, 2016
- Minutes of October 18, 2016
- Minutes of October 19, 2016
- Concept drawings, site selection matrices, and other slideshow presentation materials for the Community Forum on the Library Planning and Design Study scheduled for November 2, 2016, titled "Wayland Free Public Library Feasibility Study," developed by Tappé Architects

## Next Meetings

- Wednesday, November 2, 2016, 7 p.m., Senior Center, at the Community Forum on the Library Planning and Design Study
- Tuesday, November 15, 2016, 7:00 p.m., Wayland High School Field House, for Special Town Meeting
- Wednesday, November 16, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, November 30, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, December 14, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, December 21, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library (provisional, if required for warrant article vote)
- Wednesday, January 4, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 18, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees**  
**In Joint Meeting with the Library Planning Committee**  
**Minutes of Meeting Thursday, November 10, 2016**  
**Selectman's Meeting Room, Town Building**

**Present:** Library Director, Dana Mastroianni; Aida Gennis (chair, presiding), Anne Heller, Suzanne Woodruff, Mark Peter Hughes, Sally Cartwright. Absent: Lynne Lipcon

**Present for the Library Planning Committee:** Tom Fay (chair), Lynne Cavanaugh, Christine Ciprianni, Anne Heller, Sandy Raymond, Barbara Scolnick, Thom White, Tim Masters

**Present for Tappé Architects:** Jeff Hoover, Principal and Director of Library Design

**Present for Design Technique:** John Sayre-Scibona, President, OPM

**Call to Order:** 7:15 p.m.

**Public Comment:** Marcia Berger expressed concern that serious thought be given to capturing metals from run off via some form of filtering system in a new library design.

**Library Planning and Design Study: Discussion of Community Forum of November 2, 2016:**

Mrs. Gennis outlined five general themes commented on by members of the public at the Community Forum on the Library Design Study conducted last week.

1. Another entrance either on Main Street and/or the north side of the building.
2. Exterior colors and finishes.
3. Children's Room tower structure.
4. Interior lobby columns.
5. Design references to 5 Concord Road.
6. Energy use and LEED rating.

Mr. Hoover reviewed the immediate goals which are to submit a successful grant application to the MBLC with a design demonstrating that the Building Program has been met.. Tappé and the Trustees want to submit the strongest application possible. Mr. Hughes clarified that the Trustees and the LPC want to satisfy grant requirements successfully and also present the best possible design for Annual Town Meeting approval. Some of the concerns raised at the Community Forum were design details that would be refined later in the process if a grant was awarded and accepted by the town and would occur during a design phase when developing construction documents..

**Entrance:** Mr. Fay reminded all that Main Street and Middle School driveway entrance doors were considered, but present serious safety concerns. There is no sidewalk on the east side of Main Street and no safe drop off area along the Middle School driveway.

Mr. Hoover said best practice in library design standards stress one door and one door only (additionally there will be an emergency entrance/exit). Mr. Hoover also mentioned that there are multiple pedestrian approaches to the building site, all with optimal access to the entrance designed on the east, parking lot side of the building. There is an emergency door on the north side of the building that could be modified to be an entrance if design changes and library operations dictated.

**Exterior:** The grant application does not require specific exterior colors and materials. Mr. Marsters expressed the need to clarify to the community what concept drawings depict and what particular elements are included to satisfy the grant application. Mr. Hoover was asked to eliminate the colors on the exterior to remove the bias some felt toward the colors depicted. Mr. Hoover displayed a gray-scale image which allowed viewers to concentrate on the design and relationship of the components of the building, without the distraction of the colors. The gray-scale image also softened the images conveying too that this is still a design developed for the application and not refined enough for a possible construction phase.

**Children's Tower:** Mr. Hoover reminded everyone that the concept of the tower-like structure on the corner of the Children's Room was to spark a child's imagination. It could be many different things. The adults at the Community Forum demonstrated this concept by expressing their own concerns regarding what it looked like to them; silo, Rapunzel's tower, lighthouse, prison tower, rocket, pepper shaker. Again, the gray-scale image helped soften the presentation and allowed even more imagination.

**Interior Columns:** Mr. Sayre-Scibona said the interior lobby columns were structurally necessary. The column size, number, and finish could all be refined during a construction design phase to create the most aesthetic and usable overflow space for the large function room adjacent to the lobby while retaining some columns for their structural utility.

**Design References to 5 Concord Road:** There was a consensus that there is no need to echo elements of the 5 Concord Road building in the design of a new library building since 5 Concord Road will continue either with its current use or with another use. It was stated a new building should stand and be designed on its own merits to meet the needs of the town.

**Energy:** There was discussion on the possible goal of designing an energy zero building or a LEED Platinum certified building. There are significant costs and benefits involved in engineering and administering each. LEED is achieved by meeting goals on a checklist, with the level of LEED determined by how many of the goals are achieved. Not all the goals are specific to energy efficiency in the building itself. Mr. Hoover thought targeting LEED Platinum status may be a reasonable goal. There may be some reimbursement incentives for LEED certification.

Mr. Sayre-Scibona stated the grant application requires clear demonstration of the library's utility and function for the community while the community requires a building design it can enthusiastically embrace. Mr. White suggested that the slides of other library spaces with glass walls were very compelling and could help the community understand the concepts and imagine how the design could work for them.

**LPC and Trustee Support for Design:** Mrs. Gennis confirmed that all LPC members and Trustees present were very supportive of the most recent design concept and did suggest a redesign of the columns in the foyer before the design is finalized for the application.

**Future Community Meetings:** Mrs. Gennis thought March 2017, before April Annual Town Meeting begins, would be the best time for another community forum on the project in preparation for a town meeting vote needed to accept the grant application. In the meantime, community groups, town boards, and committees will continue to be informed of the project and its benefits to the town. Young families in particular should be informed, possibly through neighborhood receptions, PTO meetings, and scout meetings.

**Work of the LPC:** Mrs. Gennis thanked the Library Planning Committee members and requested they continue to be active and supportive, enthusiastic, and positively responsive to all questions regarding the Library Planning and Design Study. Mr. Fay expressed great appreciation for all the time and hard work of the LPC members and said there is still much work to be done, particularly in educating and informing the community.

Mr. Fay also thanked Mr. Hoover and his team at Tappé Architects for their excellent design and study work done for this project.

Assistant Library Director, Sandy Raymond will post a link to the Community Forum presentation on WayCamTV on the library website.

**Next Meeting of LPC:** To be determined

**Next Meetings of Library Trustees:** November 15, 2016, 6:45 p.m., WHS Field House  
November 16, 2016, 8 a.m., Wayland Public Library  
November 30, 2016, 8 a.m., Town Building

**Documents for this Meeting:**

Agenda for LPC Meeting of November 10, 2016  
Agenda for BoLT Meeting of November 10, 2016

Respectfully submitted by Sally Cartwright, November 25, 2016

**Wayland Free Public Library**  
**Board of Library Trustees**  
**Minutes of Meeting Wednesday, November 16, 2016**  
**Selectmen's Hearing Room, Wayland Town Building**  
**41 Cochituate Road, Wayland, Massachusetts**

**Present:** Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff

**Absent:** Sally Cartwright

**Call to Order:** 8:07 a.m.

#### **Visitors and Public Comment**

Former Director Ann Knight attended the meeting and participated in discussion of the grant application to the Massachusetts Public Library Construction Program. Former Trustee Nan Jahnke attended the meeting and took the minutes.

#### **Minutes**

After making several small changes to the draft, Trustees approved the minutes of November 2, 2016 unanimously (5-0).

#### **Financial and Circulation Reports**

Ms. Mastroianni presented the October financial report, noting that expenditures from Town funds are on track, and that a disbursement was recently made from the Draper Fund to pay for new tables and chairs in the mezzanine, as approved by the Trustees earlier in the year. She noted that both monthly and year-to-date circulation are up over last year, and about even with 2014. Hoopla, a newly available streaming media service, is becoming popular; it allows patrons to download ebooks, movies, music, audiobooks, and TV shows from anywhere, using their library cards.

Ms. Mastroianni proposed that she develop a new weekly public communications piece to be called "Off the Shelf," which would tell people about currently popular titles they can get from the Library. Trustees supported the idea, and Mr. Hughes suggested that she use all available platforms and social media in addition to the Town Crier newspaper to publicize this piece. Ms. Mastroianni and Trustees agreed that the new Dashboard format for presenting monthly statistics is very useful and thanked Assistant Director Sandy Raymond for shepherding that effort. The Director will make the Dashboard report available to Trustees electronically going forward and will soon develop a version of the report for patrons as well. Mrs. Gennis proposed that the first page of the Trustees' version contain summary information that can be distributed separately to the public; other suggestions, for example to highlight certain kinds of statistics in different months, were made as well. Ms. Mastroianni will continue to work on the idea with Ms. Raymond.

Ms. Mastroianni also discussed ways to increase use of other Library resources, including the AWE computer station in the Children's Room (perhaps "AWEsome Saturdays"); the Lynda online video tutorial service, to which the Library subscribes; genealogy subscription services; and the Library's Macbook computers, recently made available to patrons for in-Library use, along with the Library's Chromebooks.

### **Director's Report**

Ms. Mastroianni drew attention to the monthly Director's Report, her first, and noted some program developments since the report was written five days earlier.

- **Possible genealogy collaboration.** The Library has been approached by a woman who teaches intermediate and advanced classes on genealogical research at the Wayland Council on Aging asking whether the Library might be interested in offering a more basic "Genealogy 101" program for folks just getting started; the program could make use of the Library's various genealogy subscription services. Noting that genealogical research is popular among both Library patrons and seniors at the Wayland Council on Aging, Trustees recommended Ms. Mastroianni speak with the Town's COA Director, Julie Secord, about going forward together so as to maximize reach and minimize any duplication of services.
- **Possible Chinese cultural program.** The Library has been approached by a longtime resident proposing that she offer a cultural learning series at the Library that might be of particular interest to recent Chinese arrivals, as well as the general public, that would serve to introduce American culture to one group and Chinese culture to the other. The class would be offered in English. Trustees expressed interest in the idea, noting that the town has several hundred Chinese-speaking residents, the Library has a sizable Chinese language collection, and the high school offers a Mandarin language program as well as a student exchange program.

Mrs. Heller expressed dismay at the report that installation of a new phone system at the Library has been delayed to Fiscal Year 2020. The current system is now nearly 20 years old and faulty; other phones installed elsewhere in town at the same time have all been replaced. The Library was scheduled for an upgrade at that time but the work has yet to occur. Ms. Mastroianni will follow up with Ben Keefe, the Town's Public Buildings Director; Mrs. Gennis asked that Mr. Keefe provide an assessment of the current system and an estimate of costs for fixing it.

### **Safety and Security Report**

Trustees discussed the findings of a safety and security audit of the Library building conducted on November 2 by an agent of the Massachusetts Interlocal Insurance Association. The audit was requested by the Library and John Senchyshyn, the Town's Assistant Town Administrator, to identify any outstanding safety issues, some of which might qualify for a grant for remediation. Overall, the report found the Library to be maintained in a safe and secure condition.

Most issues were minor and easily remedied by staff (e.g., labelling doors to storage and utilities areas, adding exit signage viewable from all areas of the main room and mezzanine, moving combustible material away from electrical panels, and removing extraneous materials from the IT service room). Three issues require further study and action, perhaps in collaboration with the Town's Facilities Department and Department of Public Works: (1) Insufficient and erratic lighting in the upper parking lot near the Freight Shed, (2) overgrown landscaping around the building, and (3) heavy entrance doors that appear not to be in compliance with ADA guidelines. Trustees asked that these matters be referred to the proper departments for a redress plan. Meanwhile, Ms. Mastroianni will look into the funding opportunity.

### **Drainage Project**

Ms. Mastroianni reported that the long-awaited drainage project for flood mitigation is in full swing at the Library and that, despite a setback, it is scheduled for completion by the end of November. Parking at the Library has been obstructed by construction vehicles but the Grout-Heard House Museum and the Trinitarian Church have offered their lots for parking and staff have parked off site, at Stop and Shop in Town Center. Mrs. Gennis will write a letter to the paper thanking patrons and staff for their patience, and Ms. Mastroianni will send notes to the church and museum and arrange for a thank-you breakfast for staff. Unfortunately, public program attendance has been affected by the construction.

### **Holiday Open House**

The annual Holiday Open House is scheduled for Sunday, December 4, from 2-5 p.m. Trustees are hopeful that the construction will not adversely affect attendance, especially as this year's event will include a welcome of our new Director, Dana Mastroianni. Publicity has been distributed in all the usual outlets, and the Friends will provide refreshments.

### **Library Planning and Design Study**

Mrs. Gennis reported that Tappé Architects, the design team for the Library Planning and Design Study, is making adjustments to their designs for a proposed new Library building at 195 Main Street, near the Middle School, based on feedback received at a community forum on November 2. In particular, they are rethinking the configuration and finishing of eight supporting columns in the vestibule.

Mrs. Gennis reiterated that the design that the architects have developed so far is all that is required at this stage of the study and for the grant application; i.e., it demonstrates to the state that the Library's Building Program can be sited at the proposed 195 Main Street location. If the town is awarded a grant, and if the voters approve funding for a new Library, there will be more opportunities to refine the design during the development of construction documents. The next meeting on the design-in-progress is scheduled with the Permanent Municipal Building Committee (PMBC) for November 30. That meeting will also review cost estimates.

Mrs. Gennis reported that she has been sworn in as a member of the PMBC for the duration of the Library project; she replaces Mrs. Knight, who stepped down after her retirement as Library Director in October.

Mrs. Knight distributed materials providing guidance for the submission of an application to the Massachusetts Public Library Construction Program for a grant of state funds. Mrs. Knight has been retained as a consultant to assemble the required materials and write the narrative portion of the grant proposal, which will then be reviewed and edited by a team including Mrs. Gennis, Mrs. Lipcon, Mrs. Jahnke, Ms. Mastroianni, and two members of the Library Planning Committee: Christine Cipriani and Lynne Cavanaugh. Another team will assemble the required number of copies of the grant application, which is due in January.

Mrs. Woodruff expressed concern that the PMBC was not specifically mentioned as an authorizing body in the checklist of actions provided by the Commonwealth. Mrs. Gennis explained that their approvals are required for any formal action that the Trustees, as "Owners" of the project, may take.

Mrs. Gennis confirmed that the Board of Selectmen is scheduled to decide whether to transfer its interest in 193 Main Street to the Board of Library Trustees and the Recreation Commission at its meeting on November 21. Mrs. Gennis, Mrs. Knight, Mrs. Heller, and Ms. Mastroianni will attend the meeting if the transfer is in fact on the agenda.

Mrs. Gennis said there is nothing yet to report on the findings of the special counsel hired by the Town to research whether there are any legal restrictions on the use of the property and building at 5 Concord Road, the current site of the Library.

### **Wayland Reads**

Ms. Mastroianni reported that the Wayland Reads team is going forward with a late-winter program featuring two books about the art world: *Master Thieves: The Boston Gangsters Who Pulled Off the World's Greatest Art Heist*, by Stephen Kurkjian, about the theft of artwork from the Isabella Stewart Gardner Museum in Boston, and *The Art Forger: A Novel* by B.A. Shapiro. Programs for the town-wide reading and discussion series are now being developed. Mr. Hughes suggested that ideas might include identifying a compatible "kid read" for children, presenting a panel discussion by experts in art forgery, and staging an art heist mystery event. March was suggested as a good month for the program. Some funding will be provided by the Friends and perhaps by the Wayland Cultural Council.

**The Meeting Was Adjourned** at 10:03 for loss of quorum, with outstanding items postponed to the next meeting.

### **Documents for This Meeting**

- [Agenda for Meeting, November 16, 2016](#)
- [Director's Report, 11/16/2016](#)
- [Minutes of November 2, 2016](#)
- [Circulation Report, October 2016](#)
- [Financial Report, 11/10/2016](#)
- [Monthly Statistics Dashboard, October 2016](#)

- MIAA Risk Assessment Report for Wayland Town Library, site survey by Richard A. Afrikian, 11-2-2016
- 2017 MPLCP Library Grant Application Checklist, Wayland Free Public Library
- Application Package Submission and Format Requirements [for MPLCP grant application]

#### **Next Meetings**

- Wednesday, November 30, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, December 14, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, December 21, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library (provisional, if required for warrant article vote)
- Wednesday, January 4, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library
- Wednesday, January 18, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, November 30, 2016  
Selectmen's Hearing Room, Wayland Town Building  
41 Cochituate Road, Wayland, Massachusetts**

**Present:** Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Suzanne Woodruff; Mr. Hughes left the meeting at 10 a.m.

**Absent:** Lynne Lipcon

**Call to Order:** 8:07 a.m.

**Visitors and Public Comment**

Former Director Ann Knight attended the meeting and participated in discussion of the grant application to the Massachusetts Public Library Construction Program. Former Public Buildings Director John Moynihan attended for a portion of the meeting to discuss flood mitigation work at the Library. Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes**

Trustees approved the minutes of November 10, 2016, unanimously (5-0).

**Reports**

No reports were presented at this meeting. The monthly financial, circulation, statistical, and Director's reports will be reviewed at the meeting on December 14.

**Drainage Project**

Ms. Mastroianni reported that the drainage project for flood mitigation at the Library is moving toward completion. Excavation and construction could be done as early as December 2, in time for the Holiday Open House, leaving only paving of the parking lots. Workers have uncovered some unexpected structures, including abandoned pipes, two duct banks, utility lines, and a manhole. According to Mr. Moynihan, among the pipes encountered was a water line to the Wayland Depot and a 4-foot section of what is believed to be the old, failed, drainage pipe: a 24-inch pipe now silted up and unusable. Surprisingly, this drainage pipe does not seem to have continued under the road to discharge near the Depot, as expected; rather it seems to have dead-ended in the manhole.

Because of the disruption and the presence of heavy equipment in the parking lots, some Library programs had to be cancelled; others were rescheduled or moved to other locations. The Library also closed early on two days at the end of the month. Ms. Mastroianni expressed thanks to the Police Department, for providing the police detail; to staff, for maintaining their equanimity; and especially to

the project managers at I. W. Harding, the construction company, for keeping communications with the Library open and candid.

In response to a question from Mrs. Gennis, Mr. Moynihan assured Trustees that a “record plan” and narrative of the project work will be completed at the conclusion of the drainage project documenting all work, structures encountered, and mitigations implemented under the contract and the project grant from the Massachusetts Emergency Management Agency.

### **Holiday Open House**

The annual Holiday Open House is scheduled for Sunday, December 4, from 2-5 p.m. Mrs. Cartwright will welcome visitors and introduce the new Library Director, Dana Mastroianni. Publicity has been distributed in all the usual outlets, and the Friends will provide refreshments. Ms. Mastroianni reported that she authorized a payment of \$550 for carpet cleaning, which will be paid from State Aid; the carpet in the Raytheon Room was in particular need of cleaning as it gets such heavy traffic.

### **Wayland Reads**

Mrs. Cartwright reported that the Wayland Reads program is on track under the direction this year of Reference Librarian Rachel Sideman-Kurtz. The Friends will contribute \$1,000 toward speaker fees, and the Library will apply for additional funds from the Massachusetts Cultural Council, which has funded such requests in the past. The Library can purchase copies of the two books—*Master Thieves: The Boston Gangsters Who Pulled Off the World's Greatest Art Heist*, by Stephen Kurkjian, and *The Art Forger: A Novel* by B.A. Shapiro—from the Materials budget. Mr. Hughes praised the idea of inviting those authors to speak, saying that author talks are “a good and important thing.”

### **Gossels Program**

There was nothing new to report on the Gossels Fund program proposed for winter or spring as Mrs. Lipcon, who has spearheaded the program for many years, could not attend the meeting. Trustees expressed appreciation for Mrs. Lipcon’s dedication to this important program, which presents issues of human rights and dignity worldwide, and reiterated the importance of holding such presentations on a regular basis.

### **Staff Changes**

Ms. Mastroianni reported that the Library is currently interviewing candidates for the positions of Reference and Technology Librarian and Children’s Room Assistant Librarian, due to normal staff turnover. The Library should be fully staffed by the end of the calendar year. Ms. Mastroianni also reported that she is currently holding department meetings every two weeks.

### **Library Planning and Design Study**

Mrs. Gennis reported that Tappé Architects, the design team for the Library Planning and Design Study, continue working to refine their conceptual designs for a new Library building, based on feedback received at a community forum on November 2. Mrs. Cartwright asked that a link to the WayCam

videotape of that meeting be put on the Library website for those who could not attend the forum in person. Tappé will also prepare and assemble many of the technical documents, maps, and drawings required to be appended to the Trustees' application for a grant from the Massachusetts Public Library Construction Program (MPLCP).

Mrs. Gennis was very pleased to report that the Board of Selectmen voted on November 21 to transfer its interest in the parcel at 193 Main Street to the Board of Library Trustees and the Recreation Commission (separately, according to a mutually agreed-upon site plan showing areas for BoLT, School Committee and the Recreation Commission) for their various purposes, subject to certain conditions; in the case of the Library, those conditions are (1) the award of a grant for Library construction from the MPLCP and (2) a vote of Town funds for Library construction at Town Meeting. The Board of Public Works previously transferred its interest in the adjacent parcel, 195 Main Street, under identical language and conditions, making the western portion of the combined parcel legally available to the Board of Library Trustees for the purpose of applying for a grant of state funds.

Mrs. Knight reported that she has completed a first draft of the grant application and that a small group will be reviewing and editing it before it is passed on to staff and Trustees for comment. Trustees will vote on the entire application packet at their meeting on either January 4 or January 18, 2016.

Trustees discussed whether to undertake a traffic study as part of the current Library Planning and Design Study or whether to wait to see if the Town receives a construction grant. A traffic study is not required for the grant application but could be useful for planning purposes and for discussion of the project with various town constituencies, including neighbors, abutters, Middle School parents, and future field uses. It would cost about \$6,000 and take about a month to complete, Mrs. Gennis said.

Trustees were conflicted about conducting a traffic study at this time. While they were interested in the information a traffic study might contain (e.g., whether a light or a turning lane might be required at the entrance to the Middle School drive), they were mindful that the study would need to investigate several factors that are outside the Library's control and are currently unknowable—e.g., whether school buses will be parked on the 207 Main Street parcel, and whether a playing field will be constructed on the eastern portion of the 195 Main Street parcel. Mrs. Gennis asked that further discussion be deferred to the next meeting. In the meantime she will inquire of the Permanent Municipal Building Committee whether such a study should or can be undertaken now.

Mrs. Gennis reported that the Board of Selectmen has received and released the opinion of Special Legal Counsel Jeffrey Ontell of the firm of Marsh, Moriarty, Ontell & Golder, in Boston, concerning possible deed restrictions on the property at 5 Concord Road, the site of the current Library. Among the questions is whether the site must be used for library purposes in perpetuity. Mrs. Gennis believes the opinion aligns with the earlier opinion of Town Counsel Mark Lanza. Mrs. Gennis advised Trustees that the opinion is available in the packet for the Board of Selectmen's meeting of November 21, and she asked them to review it before their next meeting, on December 14. In the meantime, there may be an opportunity for Mrs. Gennis and Ms. Mastroianni to speak with Mr. Ontell to discuss the opinion and next steps.

Mrs. Knight pointed out that, whatever the legal findings, it is worth remembering that it was clearly the intention of Judge Roby, who granted the land at 5 Concord Road to the Town in 1899, that it be used to support a larger and more modern Library than the Town could then provide in the Town Hall building—a situation similar to the one facing the Library today.

Mrs. Gennis reported that there is some uncertainty about which Town body should file an ANR (Approval Not Required) petition to the Planning Board to dissolve the internal boundary line between 193 and 195 Main Street, both Town-owned properties near the Middle School, to consolidate the parcel under one address. There is also uncertainty about whether to file such a petition before or after the town receives a state construction grant, if, indeed, it does. Mrs. Gennis hopes to have more clarity on this issue by the next Trustees' meeting.

Mrs. Woodruff reported on recent developments at the Board of Public Works (BoPW) as known through two recent meetings. She said that the Department of Public Works is currently using the 195 Main Street site for laydown of materials from the Main Street road project, as is their right. (The BoPW has transferred this parcel conditionally to the Board of Library Trustees and the Recreation Commission, but retains full use of the entire site until, on the Library side, the town receives a state grant and votes Town funds for new Library construction.) Mrs. Woodruff also noted that the School Department has inquired about using the site for bus parking in the short term; this request has been met with some concerns about "live fueling" of vehicles there. Finally, Mrs. Woodruff noted that there is no definite plan at this time for demolition of the old highway garage at 195 Main Street.

#### **Topics Not reasonably Anticipated by the Chair 48 Hours in Advance of Meeting**

Ms. Mastroianni reported that a new server is scheduled to arrive shortly. She also noted an opportunity to communicate Library news in the upcoming insert to the Town tax bill; she said she would devise a message either about library card registrations or Wayland Reads, or perhaps both.

**The Meeting Was Adjourned at 10:45 a.m.**

#### **Documents for This Meeting**

- [Agenda for Meeting, November 30, 2016](#)
- [Minutes of November 10, 2016](#)

#### **Next Meetings**

- [Wednesday, December 14, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library](#)
- [Wednesday, December 21, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library \(provisional, if required for warrant article vote\)](#)
- [Wednesday, January 4, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library](#)
- [Wednesday, January 18, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library](#)

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, December 14, 2016  
Raytheon Room, Wayland Free Public Library  
5 Concord Road, Wayland, Massachusetts**

**Present:** Library Director Dana Mastroianni, Trustees Aida Gennis (Chair, presiding), Sally Cartwright, Anne Heller, Mark Peter Hughes, Lynne Lipcon, Suzanne Woodruff; Mr. Hughes left at 9:35 a.m. and Mrs. Heller at 10 a.m.

**Absent:** None

**Call to Order:** 8:09 a.m.

**Visitors and Public Comment**

Former Director Ann Knight attended the meeting from 9 a.m. on and participated in discussion of the grant proposal to the Massachusetts Public Library Building Program. Chris Blessen, of Tappé Architects, the design team for the Library Planning and Design Study, participated in the meeting from 9:10 a.m. on. Former Trustee Nan Jahnke attended the meeting and took the minutes. There were no other visitors and no public comment.

**Minutes**

After an addition to the minutes of November 16 concerning the Library's aging phone system, Trustees approved the minutes of November 16, 2016 and November 30, 2016 unanimously (6-0).

**Reports**

After two Trustees noted that they were not receiving their full packets of information by email prior to Trustee meetings (presumably because of space limitations on their servers), Ms. Mastroianni agreed to set up a Google Drive space for dissemination of such materials.

Trustees reviewed a draft of a welcome letter to new Wayland residents that Ms. Mastroianni is developing. The letter, which is based on a letter written some years ago by former Library Director Louise Brown, describes Library services and urges newcomers to come to the Library. Trustees made several suggestions, such as including more information about library cards, staff expertise, and social media. They also suggested Ms. Mastroianni explore various channels of distribution, including through real estate agents, school mailings, and the Wayland Children and Parents Association. Mrs. Heller suggested that the Library stationery and other older materials be updated to include the Library logo adopted during the redesign of the Library website in 2015; Mrs. Heller said she will arrange for that work.

Ms. Mastroianni reported that the Town's quarterly tax bill mailing will include an insert that announces the Library's winter Wayland Reads program. Trustees reviewed Ms. Mastroianni's proposed 2017

**calendar of Library holidays and closings** and asked that she check the union contract for staff availability around Labor Day and Veterans Day; they also recommended checking the Veterans Day observance against the schools' calendar (Veterans Day falls on a Saturday in 2017) and agreed that the Library may be closed on Christmas Eve Day (a Sunday).

Trustees received the December Director's Report with appreciation. Ms. Mastroianni reported that a representative of the Town's Facilities Department would visit that day to follow up on a recommendation made in a **safety and security audit** conducted by the Massachusetts Interlocal Insurance Association (MIIA) on November 2. The recommendation was for additional exit signage. A second recommendation, to assess the lighting in the upper parking lot near the historic Freight Shed, is under review at the Facilities Department. Implementation of the remaining five recommendations falls to the Library. Library staff are looking into the opportunity to receive grant money through the MIIA to upgrade the door-opening mechanism at the Library's side entrance to make the entry more accessible to people with disabilities, as well as to people entering the Library with strollers, deliveries, or armloads of books. A free-standing, stanchion-mounted device is under consideration as historic preservation groups have suggested that the historic building should not be compromised. Mrs. Gennis noted that the door at the side entrance of the Library is not original to the building; it is a recent addition to the building procured by the previous Town's Public Buildings Director.

Ms. Mastroianni presented the **Circulation Report**, noting that intermittent Library closings and parking disruptions caused by a drainage construction project at the Library from November 7 to December 7 affected both visitor numbers and circulation in that period; total circulation was down a little over 10% in November. Family usage seems especially to have been affected, as seen in fewer-than-usual museum pass sign-outs and lower-than-normal Children's Room circulation (down 13% over last year). On the positive side, Ms. Mastroianni noted that the new Hoopla streaming-media service is gaining momentum; the service allows patrons to stream certain audiobooks, videos, ebooks, and other digital media free from anywhere using their library card. An analysis of circulation by type of media from August through November showed that the three most popular forms of media are consistently books, fiction DVDs, and Speed Read titles (in that order).

Reviewing the monthly **Statistics Dashboard**, Trustees noted that circulation of Speed Read books is up 88%, a remarkable increase due almost certainly to the prominent positioning of the new display units that Assistant Director Sandy Raymond suggested the Library acquire. Circulation declines in November were difficult to assess because of the overall disruption of services occasioned by the drainage work. Trustees noted the popularity of the new "Girls Who Code" program, run by two Wayland fathers using a national program guide. Trustees discussed ways to increase use of social media to promote library services, including (1) reviving an earlier campaign in which children give brief "video shout-outs" for books they like that can be posted to Facebook and Snapchat or through Instagram and (2) running a contest or showcase in which patrons can videotape messages about "What My Library Means to Me." Trustees discussed formatting the first page of the Statistics Dashboard report as a stand-alone information sheet that could be made available to the public, with implementation soon.

According to the **Financial Report**, five months into the fiscal year, expenditures are on track. Trustees received a letter from the Massachusetts Board of Library Commissioners confirming that the Town has

met all requirements to receive its FY2017 award of State Aid, and that the first of two installments, totaling \$8,737.46 will be disbursed soon. Ms. Mastroianni reported that there is now a balance of approximately \$36,000 in the State Aid account.

### **Drainage Project**

Ms. Mastroianni reported that the drainage project for flood mitigation at the Library has finished for the season, with remaining work postponed to spring. The work took longer than expected (a month to date) and entailed more disruption to Library services than hoped. Spring work will include more drainage work on the east (wetland) side of the building, some curb repair, and line painting in the parking lot. It was unclear how much, if any, critical engineering work remains to be done and whether the structure now in place is operational. Trustees expressed concern, as the threat of high ground water and wetland flooding is greatest in the spring, and asked that a member of the engineering team be invited to address the Trustees at a meeting in January. Ms. Mastroianni will make that request through John Moynihan, the Town's project manager. Mrs. Woodruff asked that Trustees receive not just a spring worklist but a full assessment based on conditions encountered during the project work so far. Work on this project is being funded by a grant from the Massachusetts Emergency Management Agency.

### **Cost Estimates for the Proposed Library Building Project**

Mr. Blessen presented preliminary cost estimates for the proposed library building project, which is projected to total approximately \$29 million, an amount that includes approximately \$4.3 million in escalation costs, \$1.8 million in construction contingency costs, and approximately \$485,000 in costs properly charged to the Town but eligible for partial State reimbursement and therefore subsumed under the grant (e.g., for demolition of the Highway Department garage and hazmat abatement). Approximately another \$250,000 will be needed for a traffic study and possible traffic mitigation, a cost that is not eligible for State reimbursement. Of the \$29 million total cost, approximately \$26.2 million would be eligible for partial reimbursement under a Massachusetts Public Library Construction Program (MPLCP) grant, if awarded, at 39.13%. The remaining cost to the town would be approximately \$18.8 million, plus interest on the bond.

Mr. Blessen explained that the estimate is deliberately roomy, but Trustees were a bit disheartened by the total nonetheless, as they had hoped the Town's portion would come in closer to the \$16 million earmarked in the Town's Capital Plan, or lower, and because they had expected the State contribution to be closer to 45% of eligible costs. Mr. Blessen explained that the State's funding formula is tricky, reimbursing at a higher percentage for the first \$3 million and at lower levels at increments thereafter.

Trustees discussed ways to reduce the cost, including lowering the level of LEED certification, producing some energy on site (e.g., through the use of solar panels), changing the materials specified for the building structure and façade, seeking grant support for sustainability measures, and other ideas. While open to all suggestions, Trustees were reluctant to compromise on energy efficiency and sustainability measures, arguing that the responsible choice for a public institution--especially a future-minded, science-respecting, financially prudent Library--is to aim for the highest level of LEED certification possible. In fact, Trustees asked whether the standard window glazing specified in the cost estimate should be replaced with "smart glass," which would add about \$376,000 to the bill. Mr. Blessen noted

that an energy model could inform Trustees how long it would take to recapture such costs through energy savings.

Mrs. Gennis asked whether project funds might be available outside the Town's tax resources, e.g. from trust funds, grants, and private fundraising. Discussion centered first on the Library's own Millennium Fund. The Millennium Fund, an unrestricted fund under the control of the Board of Library Trustees, comprises hundreds of gifts to the Library from Wayland residents and other friends of the Library over the last 17 years, all made in anticipation of building a new library or otherwise providing for modern, 21<sup>st</sup>-century library services in Wayland (hence the name, Millennium Fund). The Trustees expressed a willingness to commit a sizeable portion of the current balance of those funds to the project should a grant be awarded and the Town vote to go forward with construction.

Trustees then discussed whether the town has the capacity to support a private fundraising campaign for Library construction with a sizable goal of perhaps \$1.5 million (in addition to funds available from the Millennium Fund). No one could say. Mrs. Gennis noted that a member of the Library Planning Committee with experience in fundraising for nonprofit organizations is currently weighing this question and will report back soon to Trustees.

Mrs. Gennis and Mr. Blessen were scheduled to present the preliminary cost estimate and the Trustees' ideas to the Permanent Municipal Building Committee (PMBC) at their meeting on the evening of December 14. Earlier meetings with the PMBC suggest that the board might wish to increase the contingency costs line for the project and perhaps also increase the factor for determining furnishings costs. The PMBC has oversight over the Library project and the chair of the PMBC must sign off on the cost estimates—indeed, on the entire grant application—before the application is submitted to the MPLCP in January.

### **Grant Application**

Mrs. Knight reported that the narrative and appendices for the Town's application for a grant from the MPLCP are coming along with completion expected by January 18, 2017. The application must be postmarked by January 26, 2017 to be eligible for consideration in the 2016-2017 grant round. Mrs. Gennis has obtained the required certified copies of the minutes of the meetings of the Board of Public Works and Board of Selectmen at which those boards transferred jurisdiction of a portion of 195 Main Street to the Board of Library Trustees. Staff members are giving input into the grant proposal, and Christine Cipriani, a member of the Library Planning Committee, is assisting Mrs. Knight with the writing and editing. Mrs. Gennis, Mrs. Heller, and Mrs. Jahnke will also assist with the editing in later drafts.

### **Holiday Open House**

Mrs. Cartwright reported that the annual Holiday Open House, held this year on Sunday, December 4, from 2-5 p.m., was well attended despite the disruption of the drainage project work. She thanked the Friends, especially Kim Steere, for their refreshments and hospitality, which contributed greatly to the very pleasant festivities and warm welcome to the new Director, Dana Mastroianni. Ms. Mastroianni, in turn, thanked the Trustees for their welcome and support.

## **Wayland Reads**

Ms. Mastroianni reported that Wayland Reads is on track and that staff have made a good connection to the high school in support of the program.

## **Gossels Program**

Mrs. Lipcon reported that the speaker tentatively identified for an upcoming Gossels Program lecture is unavailable on the dates desired, so it is back to the drawing board.

**The Meeting Was Adjourned at 11:07 a.m. for loss of quorum, with any remaining agenda items postponed to the next meeting.**

## **Documents for This Meeting**

- Agenda for Meeting, December 14, 2016
- Director's Report, December 2016
- Minutes of November 14, 2016
- Minutes of November 30, 2016
- Financial Reports, Town Funds and Other Sources, 12/9/2016
- Circulation Report, November 2016, with separate report of circulation by type of media, July-November 2016
- Monthly Statistics Dashboard, November 2016
- Letter from Dianne Carty, Director, Massachusetts Board of Library Commissioners, to Aida Gennis, Chair, Wayland Board of Library Trustees, confirming Wayland's eligibility for a FY2017 State Aid grant of approximately \$17,500 and the upcoming award of the first installment
- List of 7 recommended actions to be taken after Massachusetts Interlocal Insurance Association safety and security audit, November 2, 2016 (review)
- Draft of information about the Library suggested for inclusion in quarterly tax bill insert
- Draft of welcome letter for Wayland newcomers introducing Library services
- Draft calendar of Library holidays and closings
- Draft, Wayland Free Library, Grant Project Cost Estimate, 12/13/2016

## **Next Meetings**

- Wednesday, December 21, 2016, 8 a.m., Raytheon Room, Wayland Free Public Library (provisional, Mrs. Gennis will advise)
- Wednesday, January 4, 2017, 8 a.m., location TBA (provisional, Mrs. Gennis will advise)
- Wednesday, January 11, 2017, location TBA
- Wednesday, January 18, 2017, 8 a.m., Raytheon Room, Wayland Free Public Library

Respectfully submitted by Nan Jahnke, a friend of the Wayland Free Public Library

**Wayland Free Public Library  
Board of Library Trustees  
Minutes of Meeting Wednesday, December 21, 2016  
Raytheon Room, Wayland Public Library**

**Present:** Library Director Dana Mastroianni, Trustees Aida Gennis (chair, presiding), Anne Heller, Lynne Lipcon, Suzanne Woodruff, Sally Cartwright. **Absent:** Mark Peter Hughes

**Call to Order:** 8:05 a.m.

**Visitors and Public Comment:** Former Director Ann Knight attended the meeting and participated in discussion of the grant application. There was no public comment.

**Minutes:** Minutes of meeting of August 31, 2016 were approved. 5 - 0

**Monthly Reports:** None presented at this meeting.

**Topic Not Reasonably Anticipated by the Chair 48 Hours in Advance:** Mrs. Gennis received a request from the Finance Committee, to review and reconsider the 2.84 percent increase in the FY 2018 budget request. All departments were requested to stay within a 2.5 percent increase. After discussion of all budget items including that the Library was encouraged to include a 'one-time furniture replacement' line in the for this budget round, which inclusion caused the budget increase to be over 2.5 percent, Mrs. Lipcon moved to reduce the Furniture line item to \$6,000, reducing the original \$10,000 request by \$4,000. Mrs. Woodruff seconded the motion. Vote 5 - 0 in favor.

This vote reduced the total FY 2018 budget increase to 2.46 percent. There remains a question of which budget should carry the furniture line item in the future; facilities or library.

**Update on Permanent Municipal Building Committee Meeting: Cost Estimate:** Owner's Project Manager, John Sayre-Scibona, was unable to attend the PMBC meeting of December 14. Mrs. Gennis and Chris Blessens from Tappé Architects attended and answered questions as clearly as possible. The cost estimate presented to the PMBC reflects an approximate additional \$1 million dollars due to expenses not originally anticipated: The demolition of the highway garage, (funds for the demolition were previously voted at town meeting), hazmat work at the site of the highway garage; a traffic study and traffic mitigation; and a special foundation and soils mitigation for the corner of the building overlapping the old landfill site. (caused by positioning the building and parking to allow space for another department's anticipated use)

Trustees expressed concern and acknowledged that a debt exclusion vote may be required at the polls, followed by a 2/3rd Town Meeting vote for funding.

Full cost estimate, including costs for 4-years of escalation, is approximately \$29 million. Base cost estimate is approximately \$26 million. If a grant is awarded, reimbursement would be about 39.2 percent, or about \$10.2 million, with the town's cost about \$18.1 million. John Sayre-Scibona is confirming eligible and ineligible costs which may cause the estimated costs to change.

Mrs. Gennis stated the PMBC would help the Trustees substantiate and explain the costs. Consensus of Trustees was to support the cost estimate, but also to carefully clarify the base cost and the escalation costs.

**Fundraising:** Director Mastroianni will ask other library directors how fundraising for new building projects was managed. Mrs. Heller will contact the Sudbury Library Foundation consultant to ask about database programs for fundraising. Mrs. Heller does have a database of 400-500 names from the Millennium Fund drive of several years ago. The list will need to be culled and cleaned. The town does have a mailing list of all households. The MBLC building program grant application does ask for a dollar amount for Trustee fundraising. We have been assured that this is not a hard number as many towns, such as ours, have not done a formal study to ascertain a reasonable goal. The Trustees must discuss this further. Furniture, fixtures, and equipment are not included in eligible costs for reimbursement.

**Grant Application:** Former Director Ann Knight reported she has been working hard on the application narrative and collecting all documents needed to complete the application. The PMBC would like to review a draft before their next meeting on January 10, 2017. Mrs. Knight stated it is a time consuming process, but it is coming together.

**Continued Discussion of Director Report presented at December 14 meeting:** Director Mastroianni reviewed the Library Holiday Closings Calendar for 2017 with John Senchyshyn. Mrs. Woodruff moved to accept the 2017 Calendar. Mrs. Heller seconded the motion. Vote 4 - 0.

Director Mastroianni reported the staff was very appreciative of the luncheon from the Trustees to thank the staff for their good nature during the month of the very disruptive drainage mitigation project. Funds from State Aid will be used for this expense.

John Moynihan will be invited to attend a Trustee meeting in February to explain what work still needs to be done on the drainage project in the spring before the grant deadline.

Staff positions have been filled and offers accepted, pending standard checks by Human Resources. Mrs. Woodruff complimented Director Mastroianni on developing a good working relationship with HR.

Director Mastroianni will be on vacation December 22 through January 3. She will have Assistant Director Sandy Raymond post the January 4 meeting.

**Documents for this Meeting:**

Agenda for meeting December 21, 2016  
WFPL 2017 Holiday Closings Calendar  
WFPL Proposed Operating Budget and Narrative for FY 2018, dated Sept. 22, 2016

**Next Meetings:**

Wednesday, January 4, 8:00 a.m.; Wayland Town Building  
Wednesday, January 11, 8:00 a.m.; WFPL  
Wednesday, January 18, 8:00 a.m.; WFPL

Respectfully Submitted by Sally Cartwright, January 5, 2017